PKI End-User Training

Certificate Utilization

PKI Release 3 v3

Requirements for Outlook 2000 Certificate Utilization

- Required Software must be Loaded
- Load Certificates into IE/Outlook
- Configure Outlook for Certificate Utilization
- Add MS Outlook Contacts and PKI Certificates to Contacts
- Send DoD PKI Signed & Encrypted Message in Outlook

Outlook 2000 Certificate Utilization

Lesson 1

Required Software must be Loaded

System / Software Requirements

- Windows 98 2nd Edition, 2000, or NT 4.0 w/SP6a
- MS Outlook 2000 w/SR1A w/SP 2
- MS Internet Explorer (IE) 5.5 or higher
- 128 bit cipher strength applied to all above
- No specific minimum hardware requirements

Note: Netscape Communicator 4.73 or better (but NOT 6.0) may be used for e-mail and browser, but it is not addressed in the Microsoft flavor of PKI. IE6 is The USMC standard.

Outlook 2000 Certificate Utilization

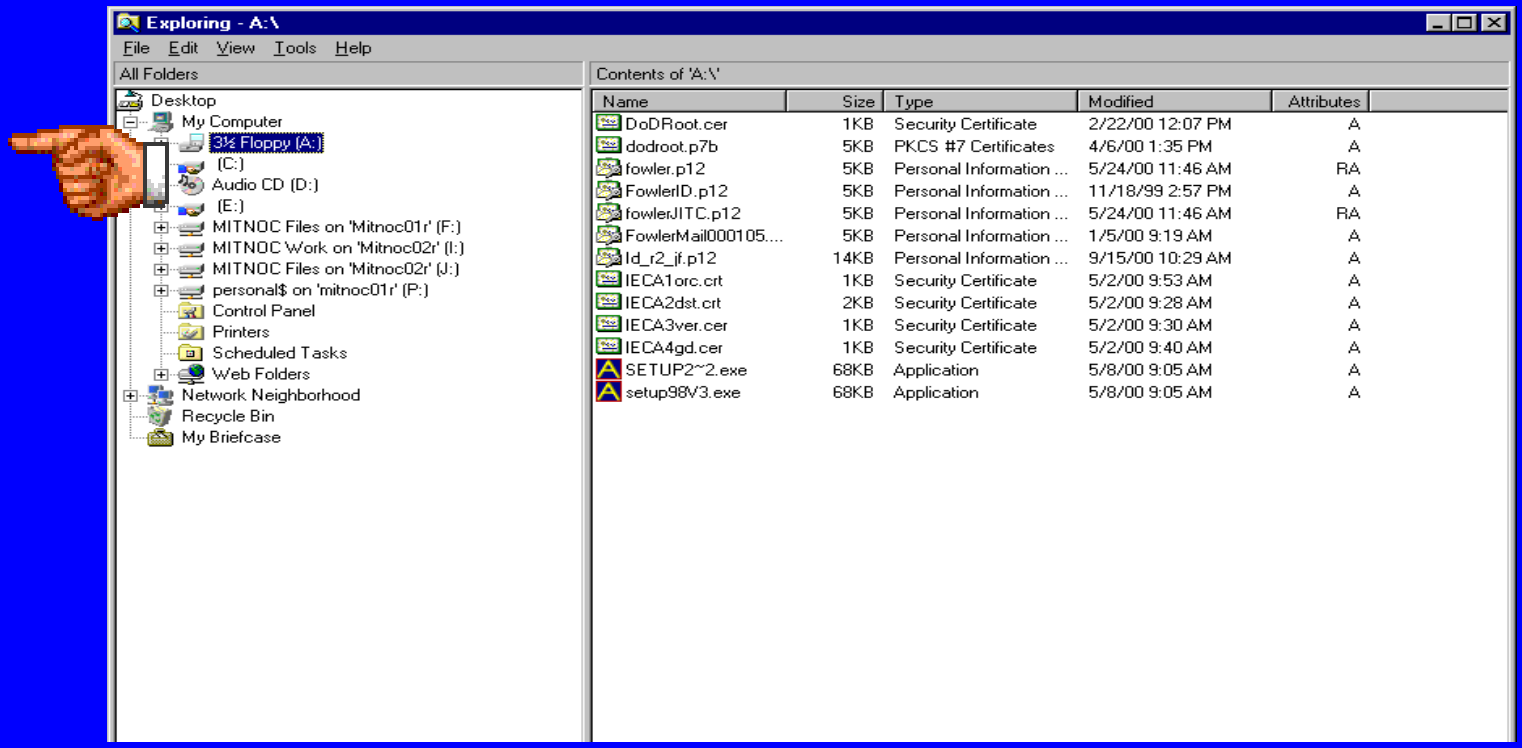
Lesson 2

Load Certificates into Internet Explorer (IE) / Outlook

Load Certificates Into IE/Outlook

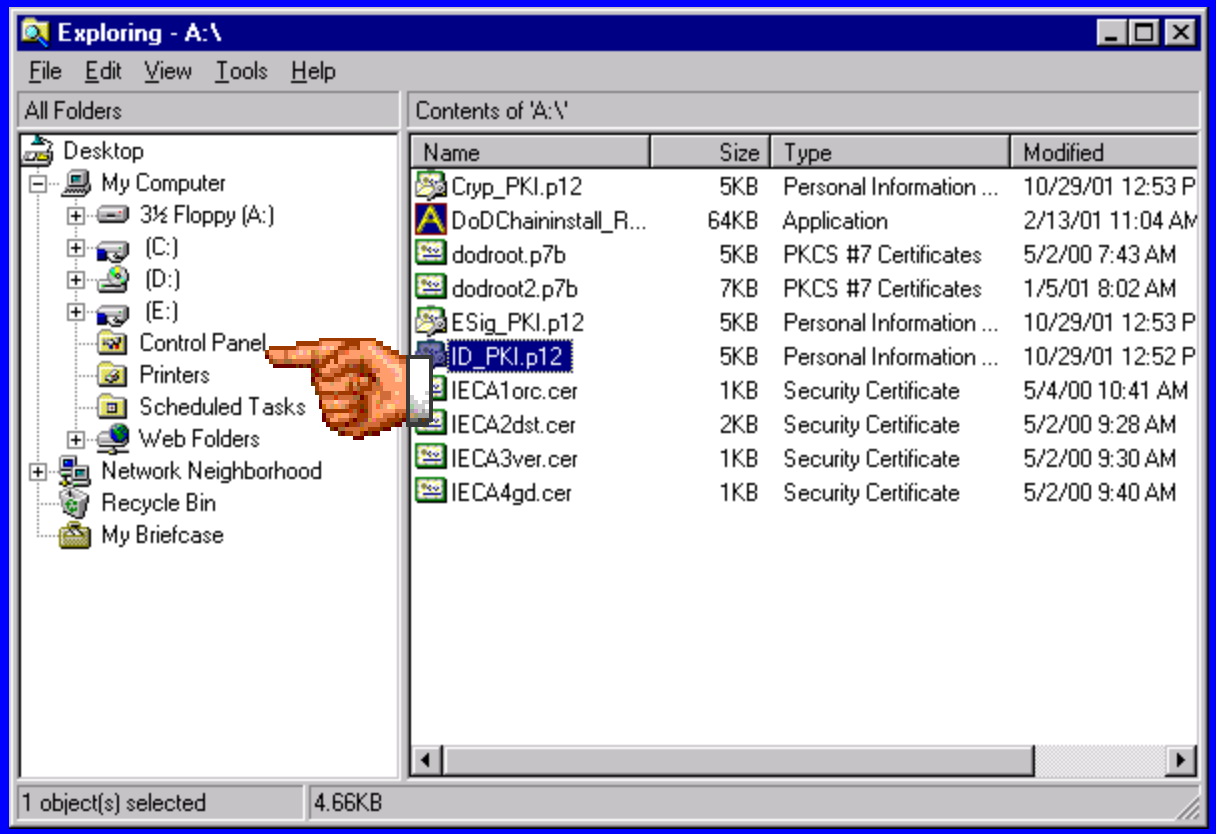
- Open Windows NT Explorer

Load Certificates Into IE/Outlook (cont)



- Select the A drive

Load Certificates Into IE/Outlook (cont)



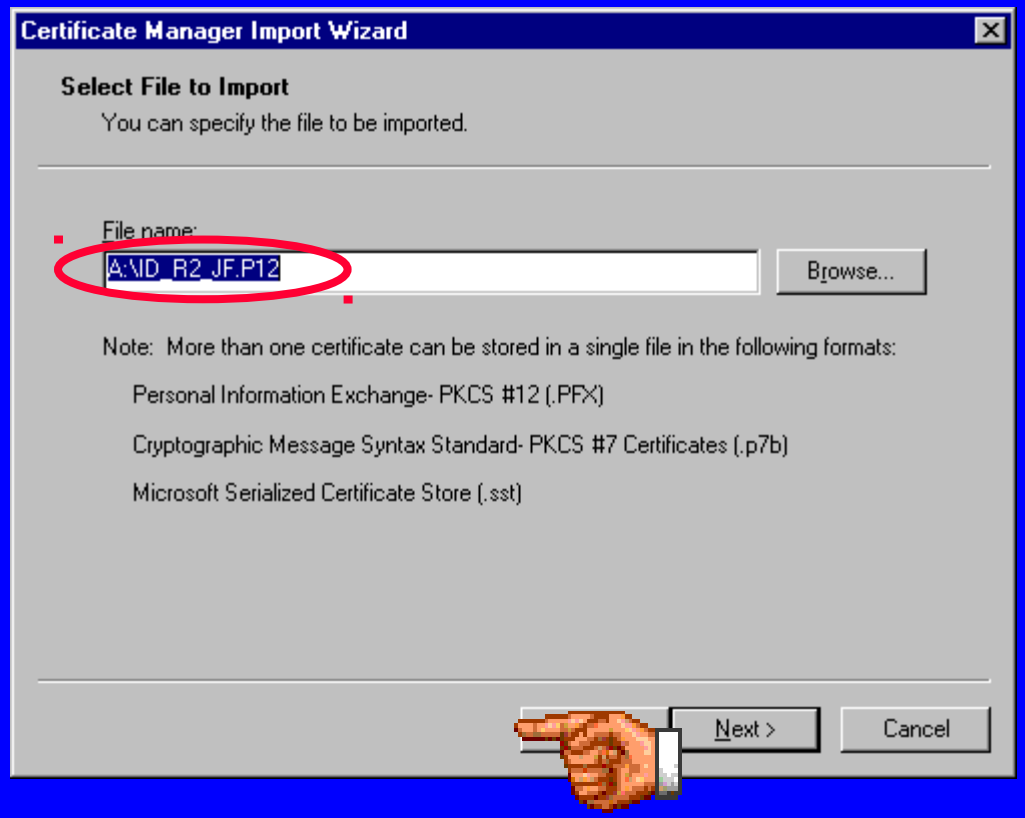
- Double click on the DoD PKI Private Identity Certificat

(file name=Id_XXX.p12 where XXX is the end user initials)

Load Certificates Into IE/Outlook (cont)

- Certificate Management Wizard should activate
- Click ***Next***

Load Certificates Into IE/Outlook (cont)

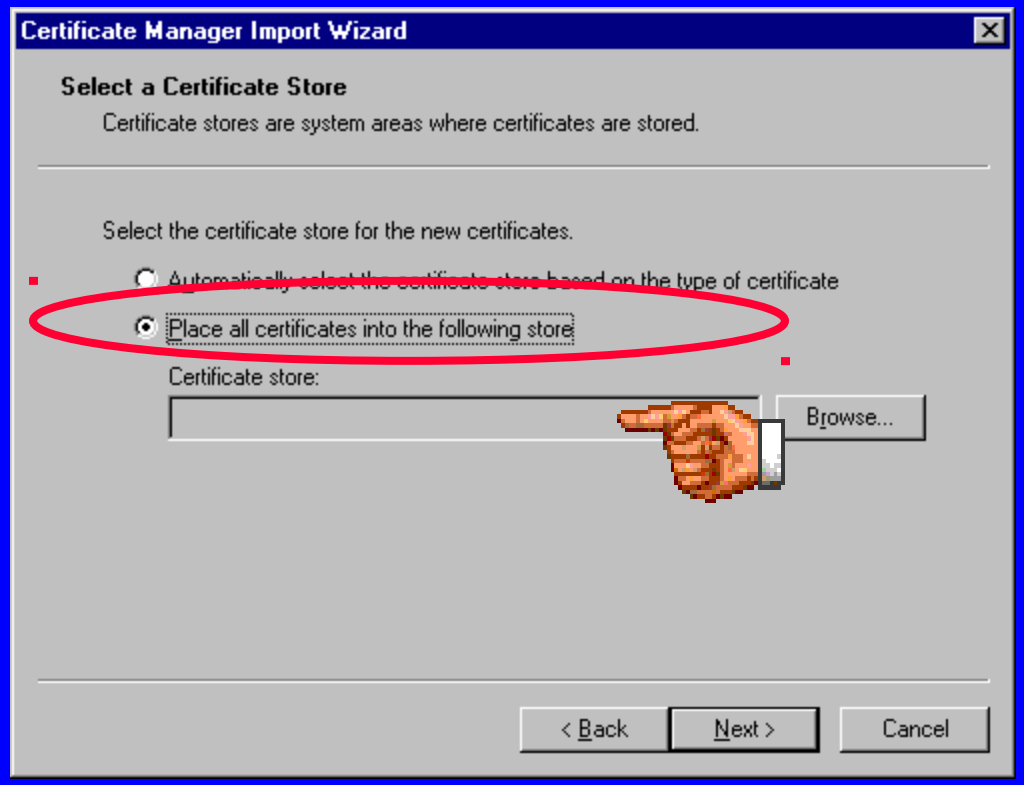


- Confirm file name
- Click ***Next***

Load Certificates Into IE/Outlook (cont)

- Enter the appropriate password
- Check “Enable strong private key protection”
- Click ***Next***

Load Certificates Into IE/Outlook (cont)



- Change default “Automatically ….” to “Place all certificates into the following store”
- Click ***Browse***

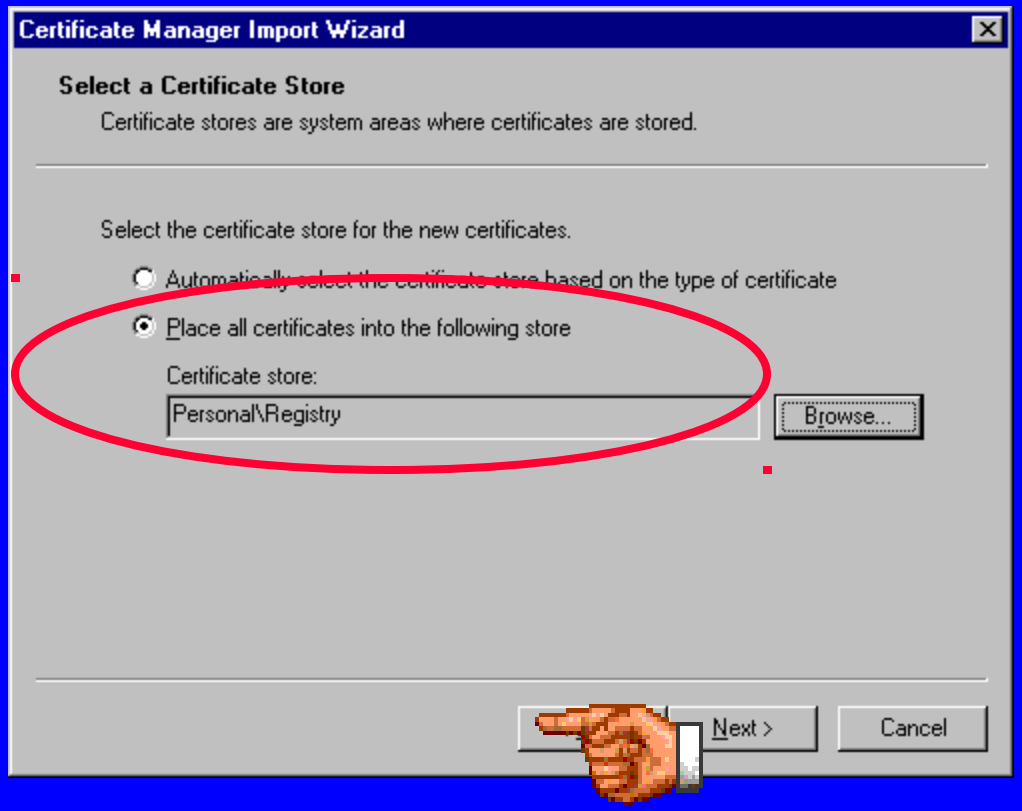
Load Certificates Into IE/Outlook (cont)

- Select “Show Physical Stores”

Load Certificates Into IE/Outlook (cont)

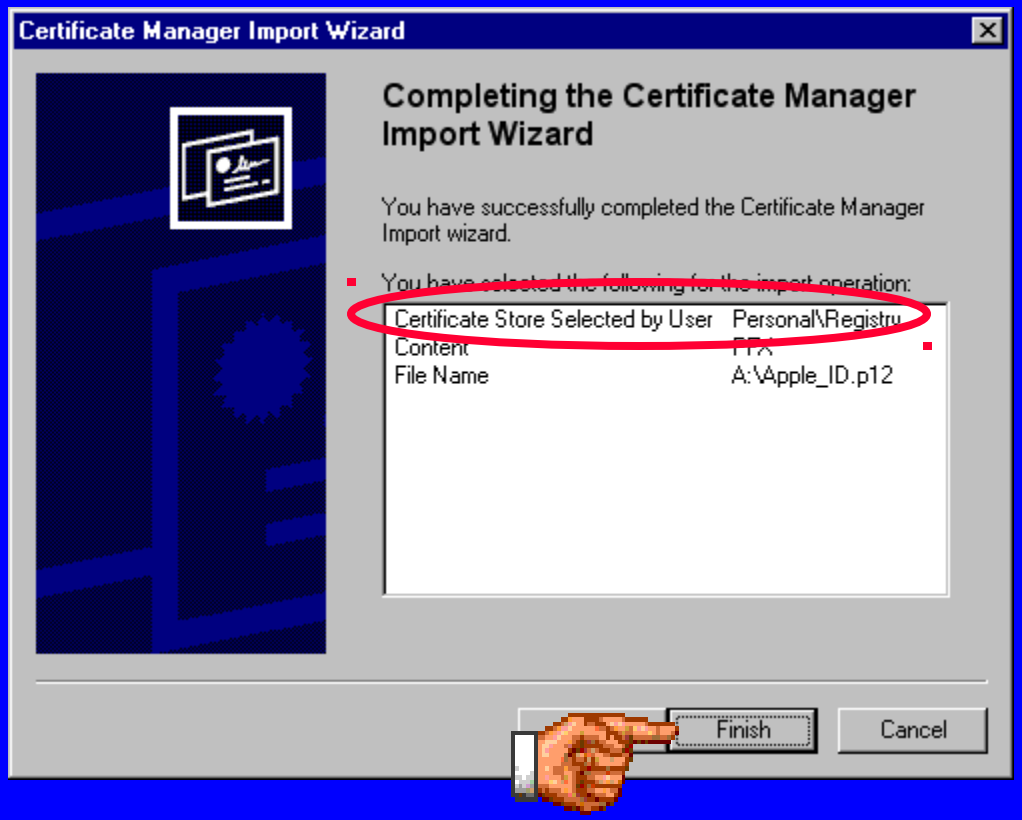
- Select \Personal\Registry
- Click ***OK***

Load Certificates Into IE/Outlook (cont)



- Ensure "\Personal\Registry" is selected
- Click ***Next***

Load Certificates Into IE/Outlook (cont)

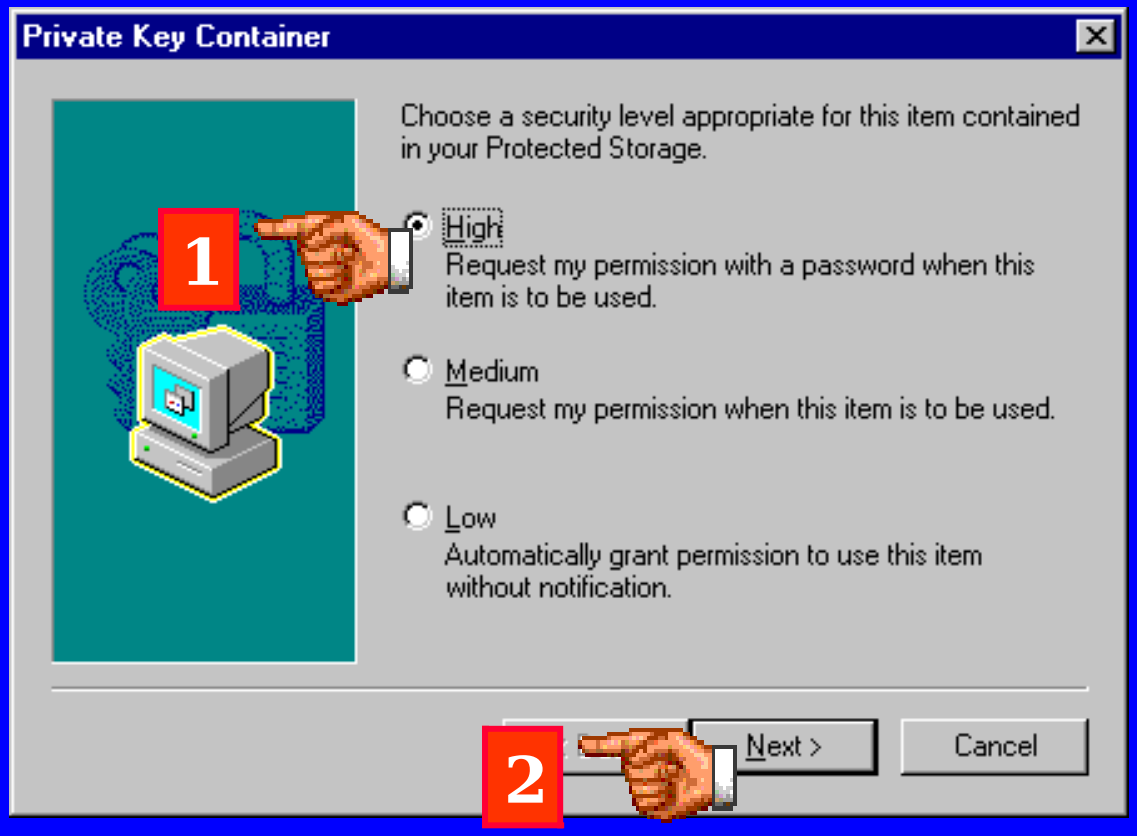


- Click ***Finish***

Load Certificates Into IE/Outlook (cont)

- Click ***Set Security Level***

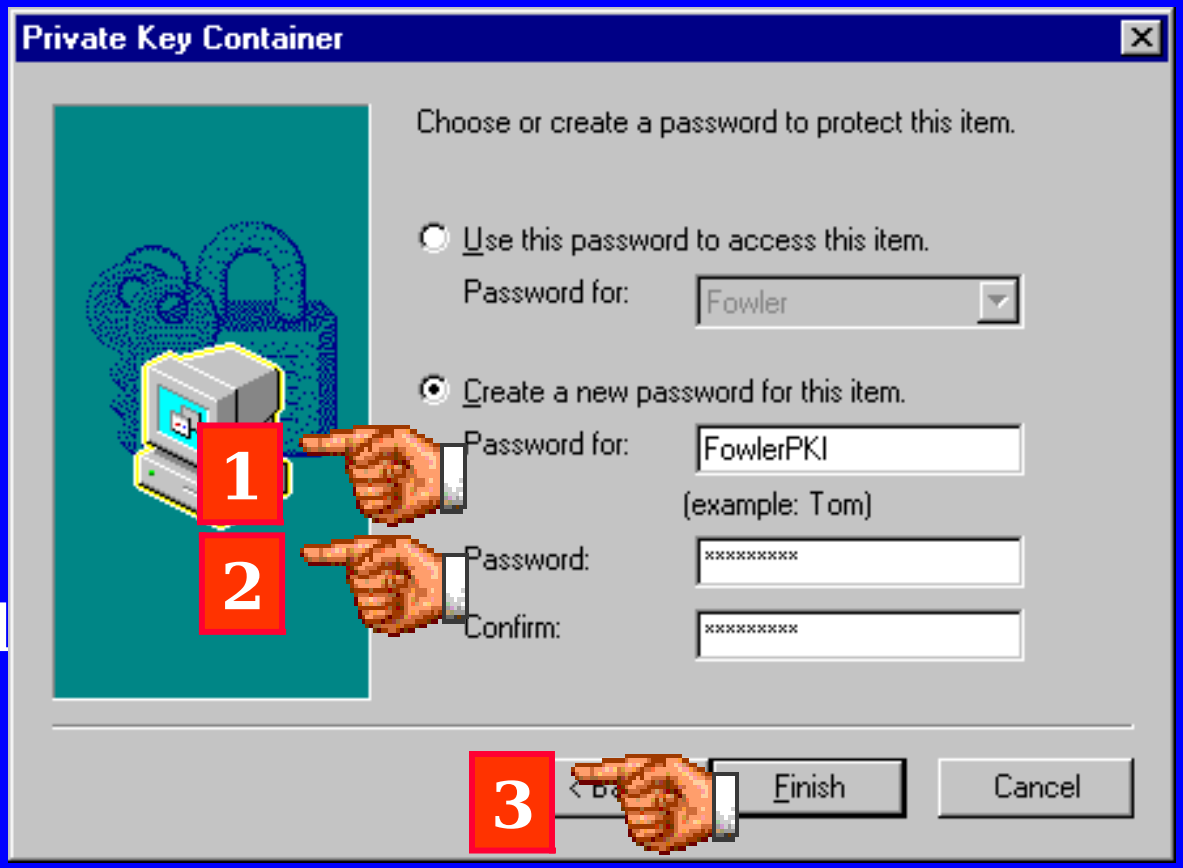
Load Certificates Into IE/Outlook (cont)



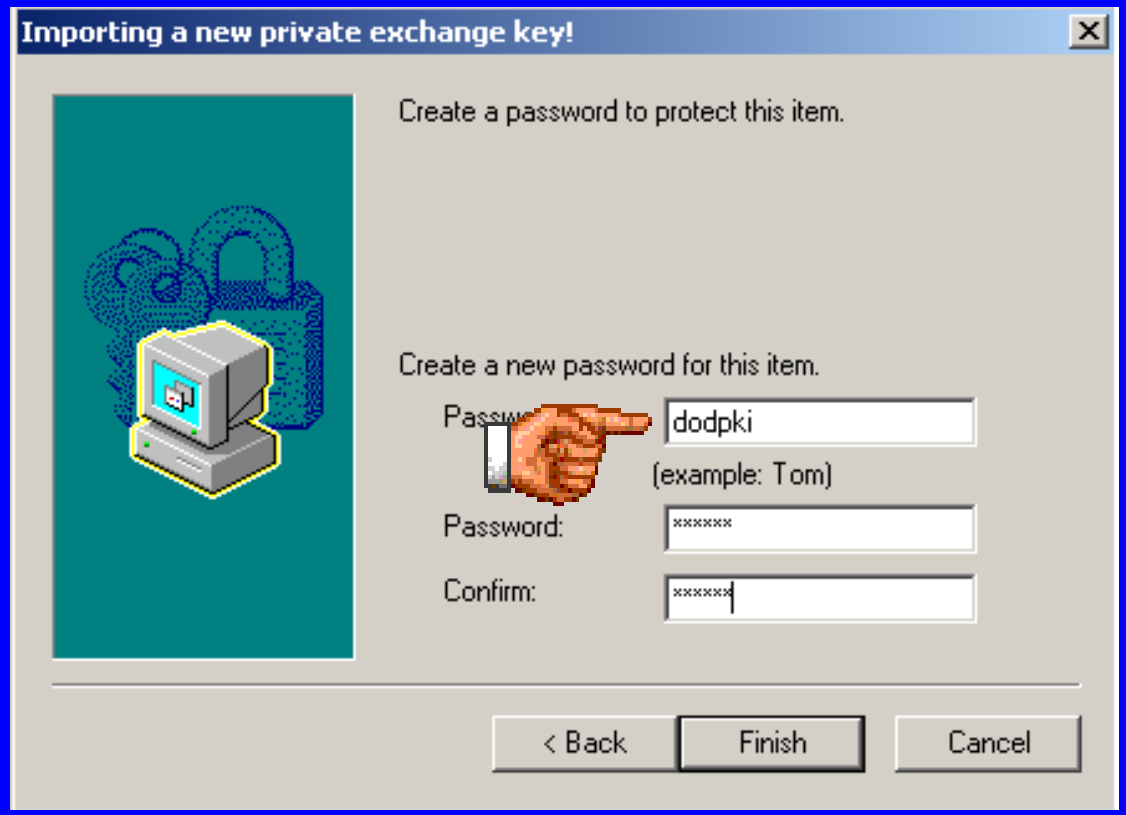
- Set security level to ***High***
- Click ***Next***

Load Certificates Into IE/Outlook (cont)

- **Enter preferred name of Private Key Container**
- **Enter new password and Confirm**
- **Click *Finish***

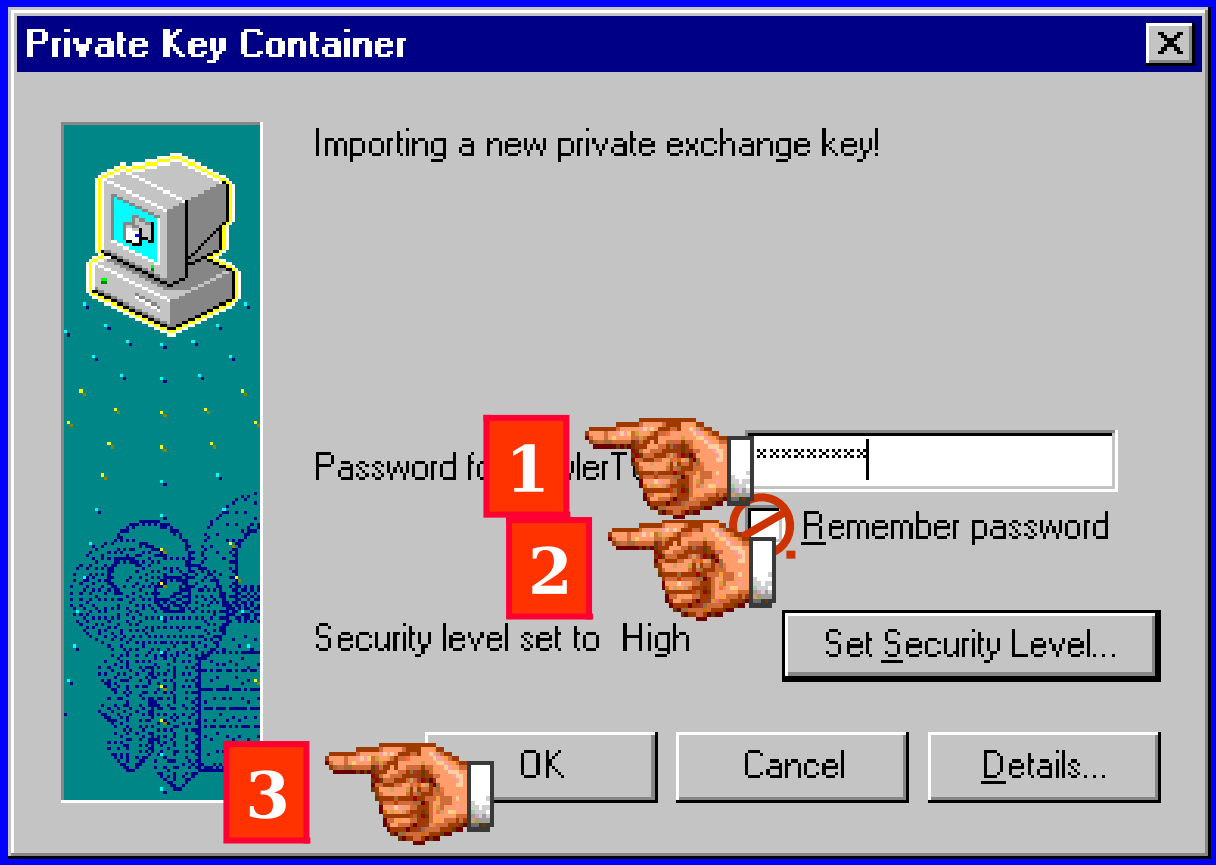


****MS 2000 Difference****



You must give the container the same name as
And re-enter the password, confirm, and click

Load Certificates Into IE/Outlook (cont)

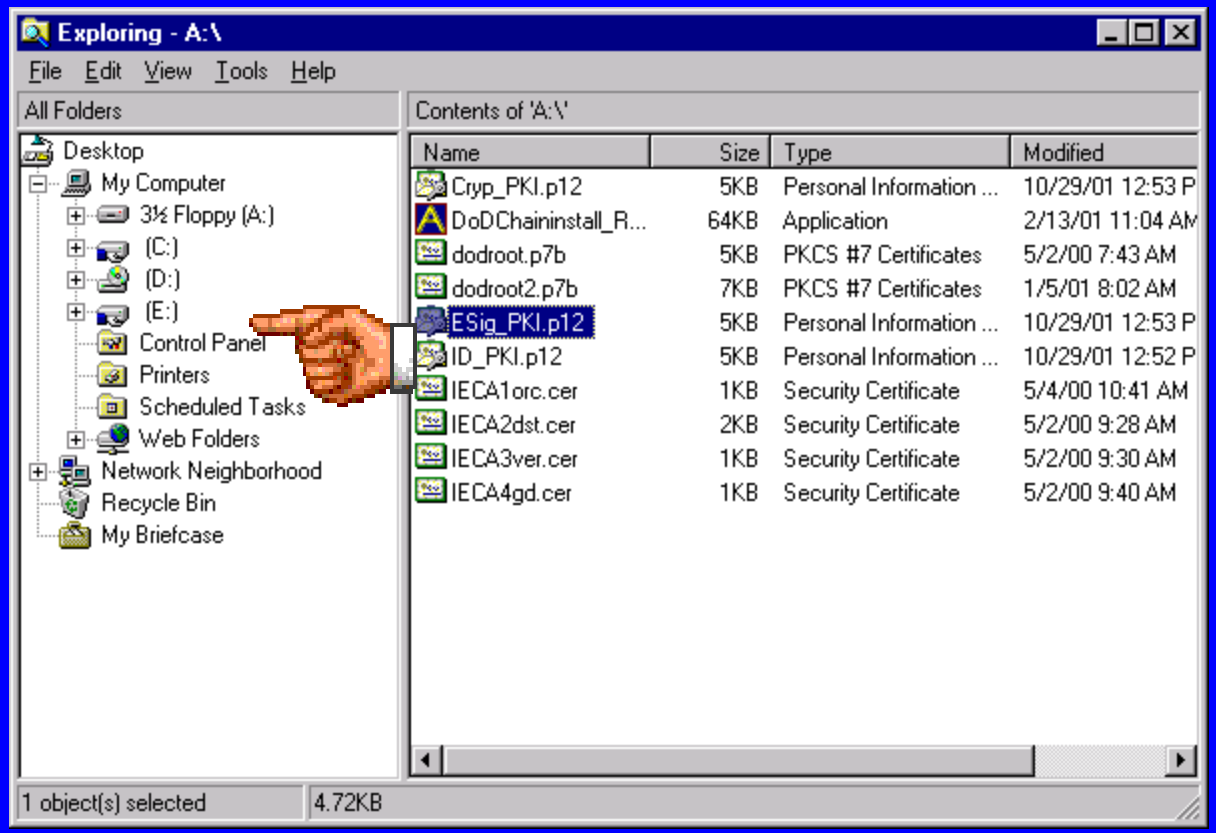


- To Import Private Exchange Key, enter same password
- Do NOT check remember password
- Click ***OK***

Load Certificates Into IE/Outlook (cont)

- Click ***OK***

Load Certificates Into IE/Outlook (cont)



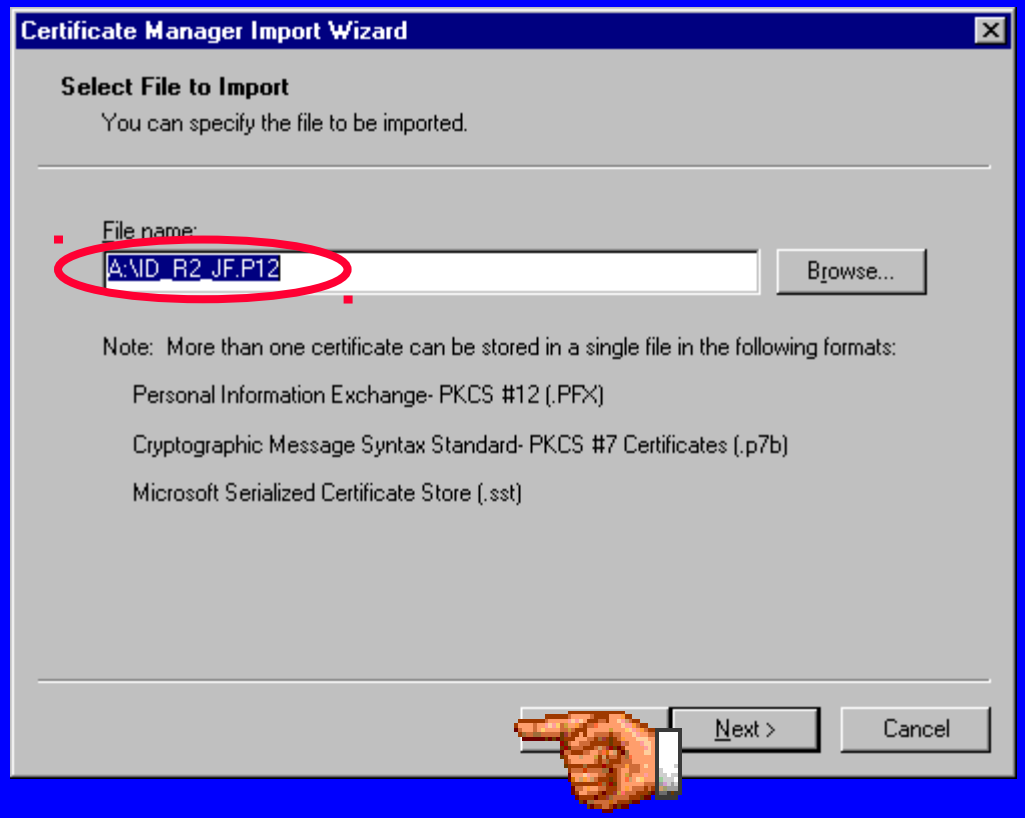
- Double click on the DoD PKI E-mail Signature Certificate

(file name=ESig_XXX.p12 where XXX is the end user initia

Load Certificates Into IE/Outlook (cont)

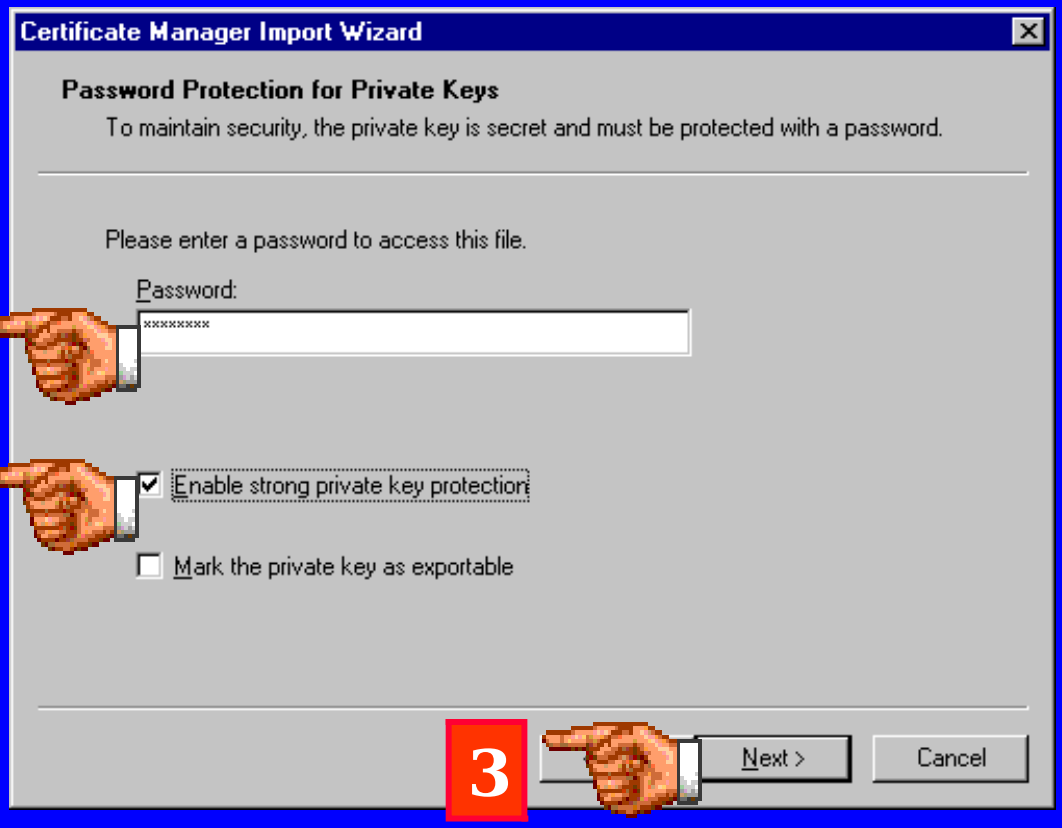
- Certificate Management Wizard should activate
- Click ***Next***

Load Certificates Into IE/Outlook (cont)



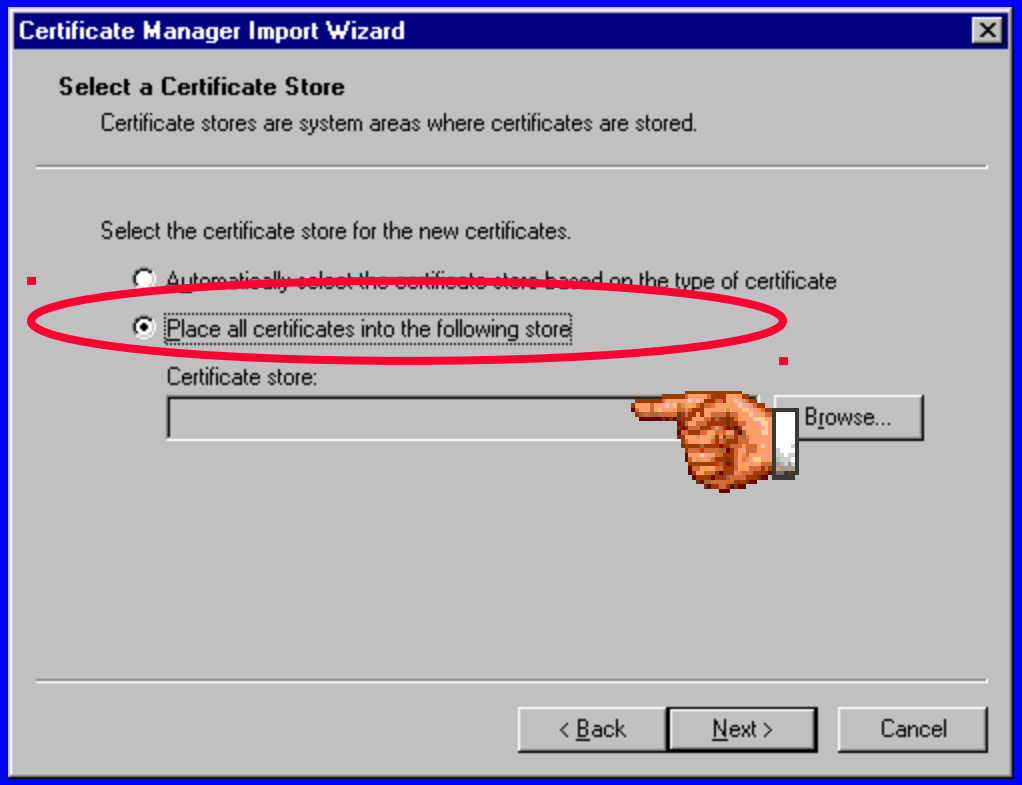
- Confirm file name
- Click ***Next***

Load Certificates Into IE/Outlook (cont)



- Enter the appropriate password
- Check “Enable strong private key protection”
- Click ***Next***

Load Certificates Into IE/Outlook (cont)



- Change default “Automatically ….” to “Place all certificates into the following store”
- Click ***Browse***

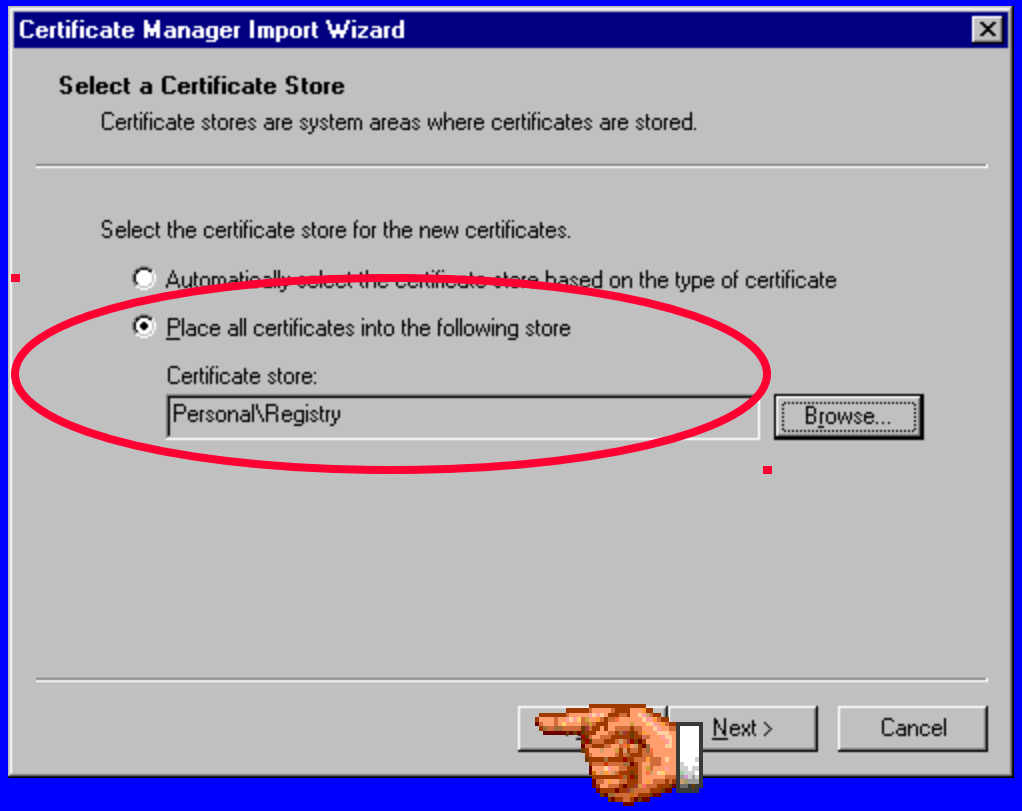
Load Certificates Into IE/Outlook (cont)

- Select “Show Physical Stores”

Load Certificates Into IE/Outlook (cont)

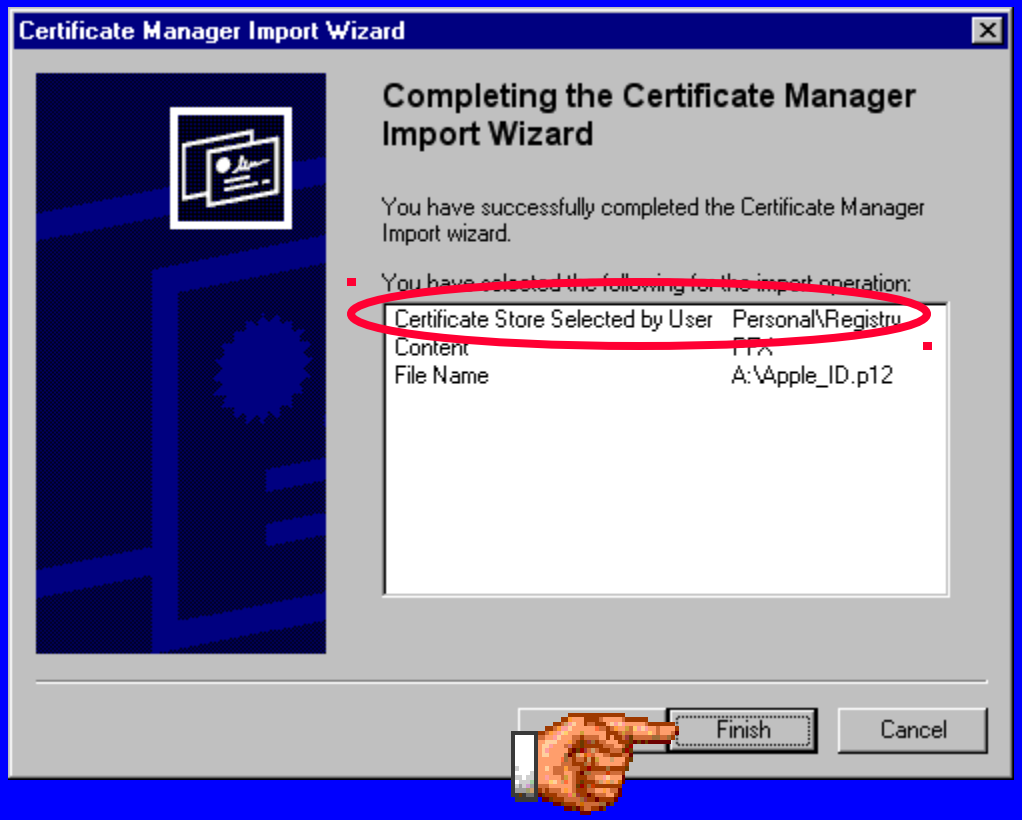
- Select \Personal\Registry
- Click ***OK***

Load Certificates Into IE/Outlook (cont)



- Ensure "\Personal\Registry" is selected
- Click ***Next***

Load Certificates Into IE/Outlook (cont)

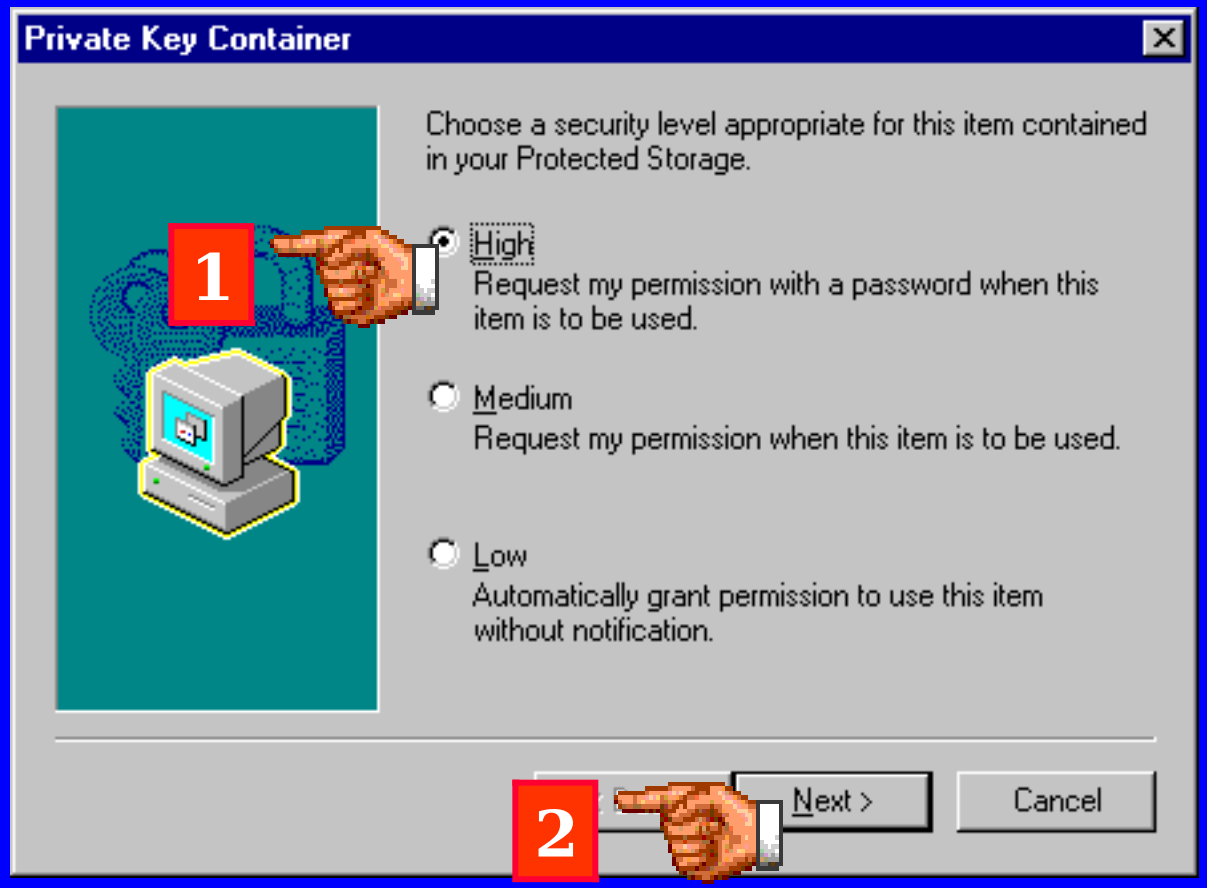


- Click ***Finish***

Load Certificates Into IE/Outlook (cont)

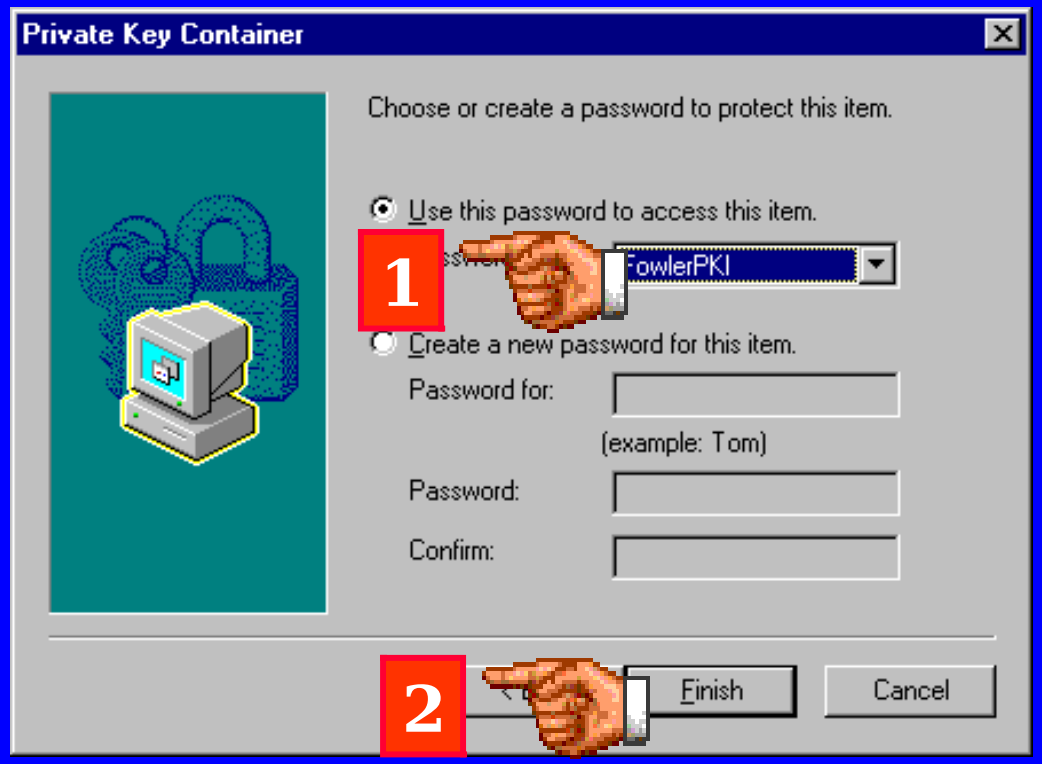
- Click ***Set Security Level***

Load Certificates Into IE/Outlook (cont)



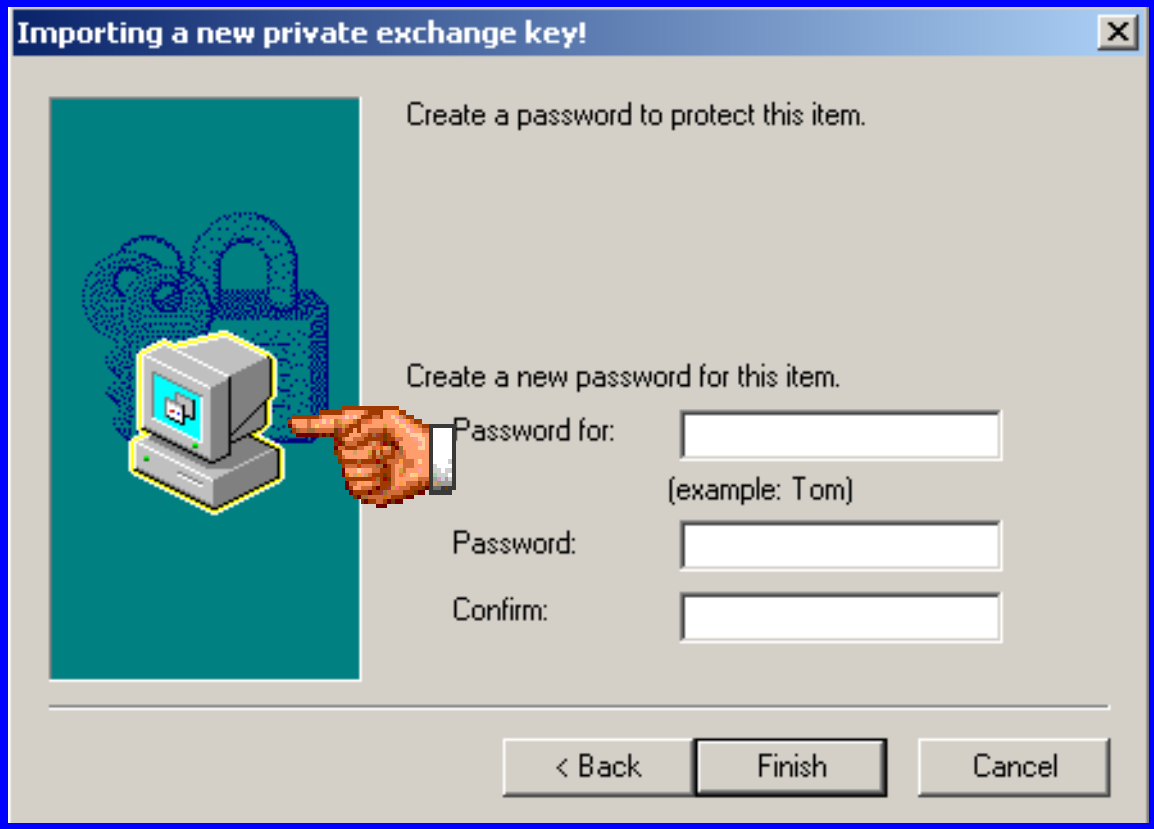
- Set security level to ***High***
- Click ***Next***

Load Certificates Into IE/Outlook (cont)



- Select preferred name of Private Key Container
- Click ***Finish***

****MS 2000 Difference****



You must give the container the same name as
And re-enter the password, confirm, and click

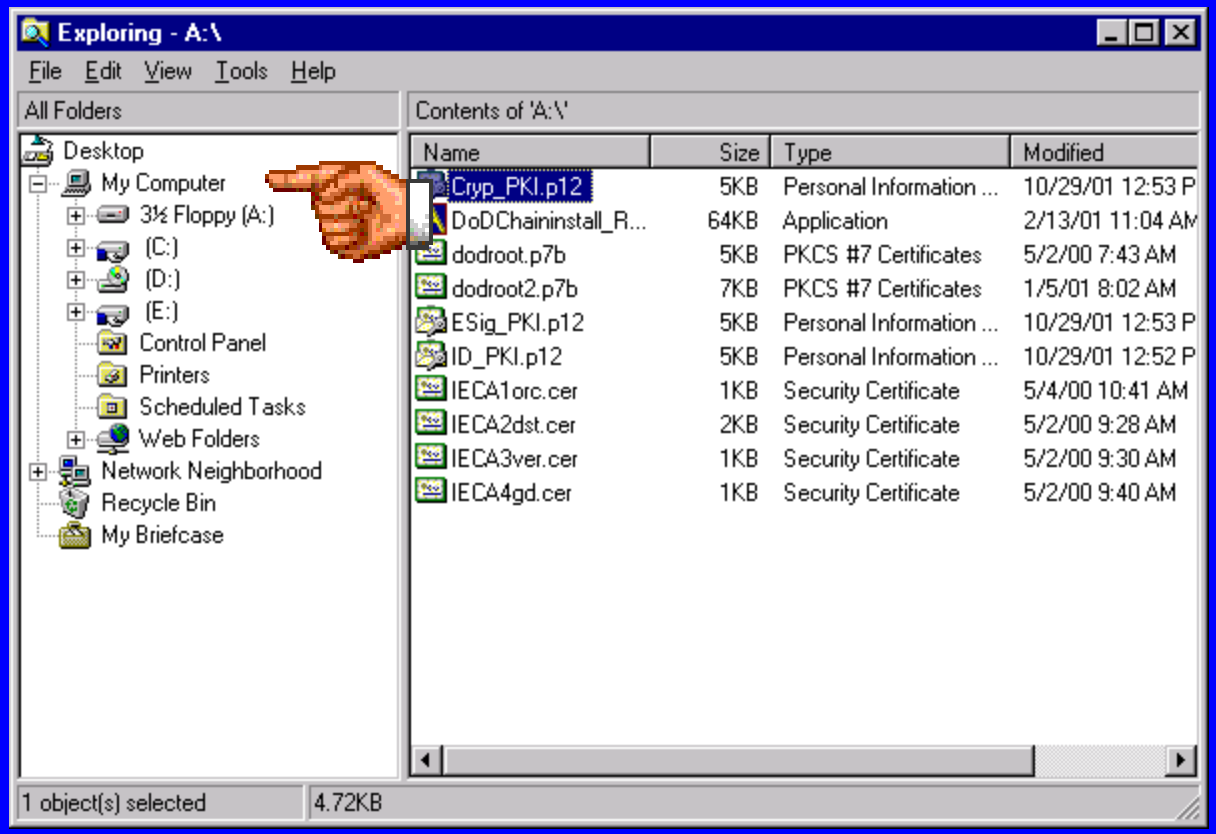
Load Certificates Into IE/Outlook (cont)

- To Import Private Exchange Key, enter same password
- Do NOT check remember password
- Click ***OK***

Load Certificates Into IE/Outlook (cont)

- Click ***OK***

Load Certificates Into IE/Outlook (cont)



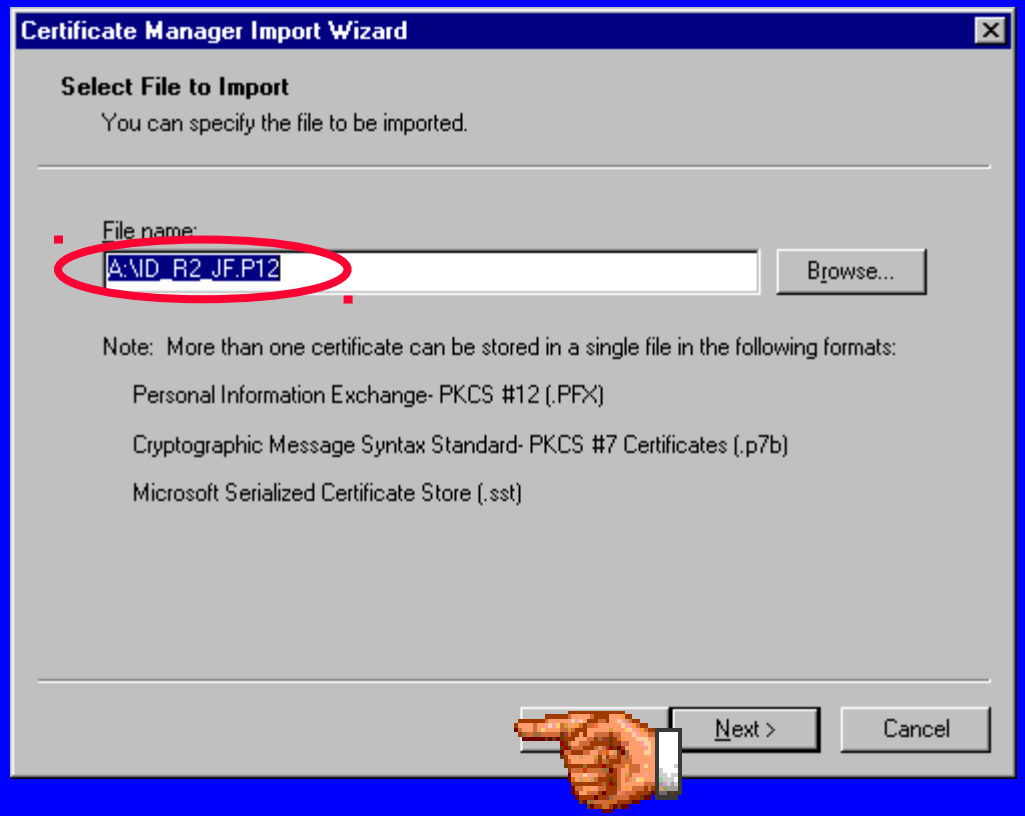
- Double click on the DoD PKI Encryption Certificate

(file name=Cryp_XXX.p12 where XXX is the end user initia

Load Certificates Into IE/Outlook (cont)

- Certificate Management Wizard should activate
- Click ***Next***

Load Certificates Into IE/Outlook (cont)

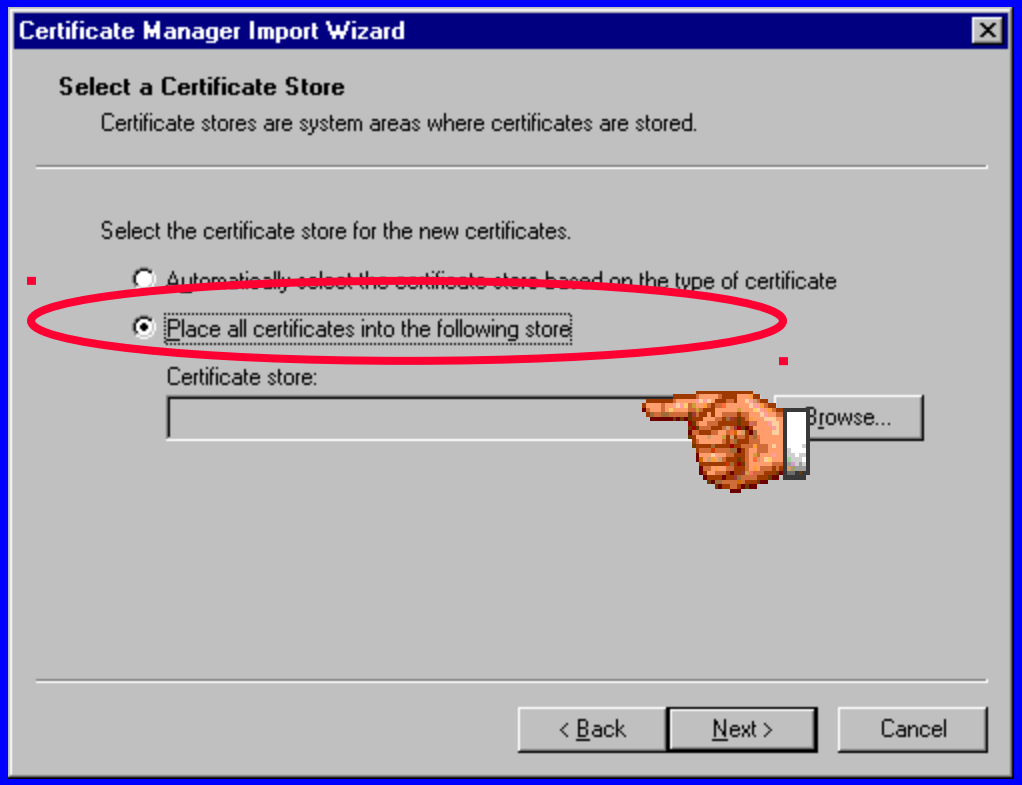


- Confirm file name
- Click ***Next***

Load Certificates Into IE/Outlook (cont)

- Enter the appropriate password
- Check “Enable strong private key protection”
- Click ***Next***

Load Certificates Into IE/Outlook (cont)



- Change default “Automatically ….” to “Place all certificates into the following store”
- Click ***Browse***

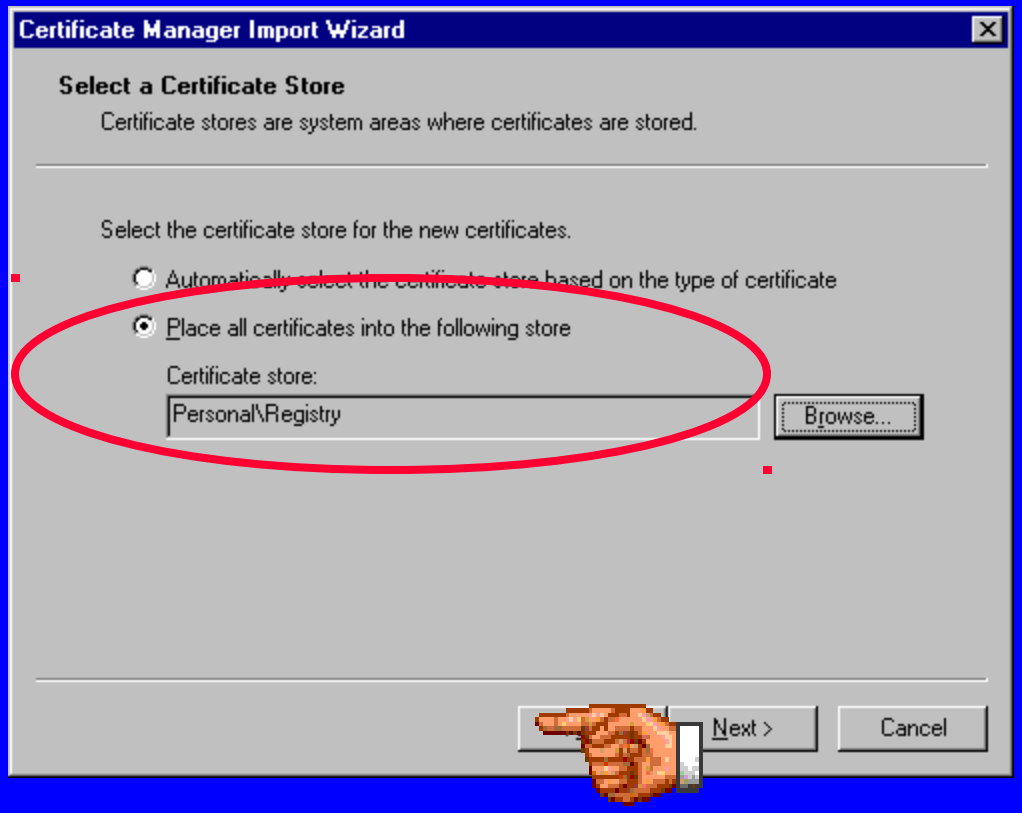
Load Certificates Into IE/Outlook (cont)

- Select “Show Physical Stores”

Load Certificates Into IE/Outlook (cont)

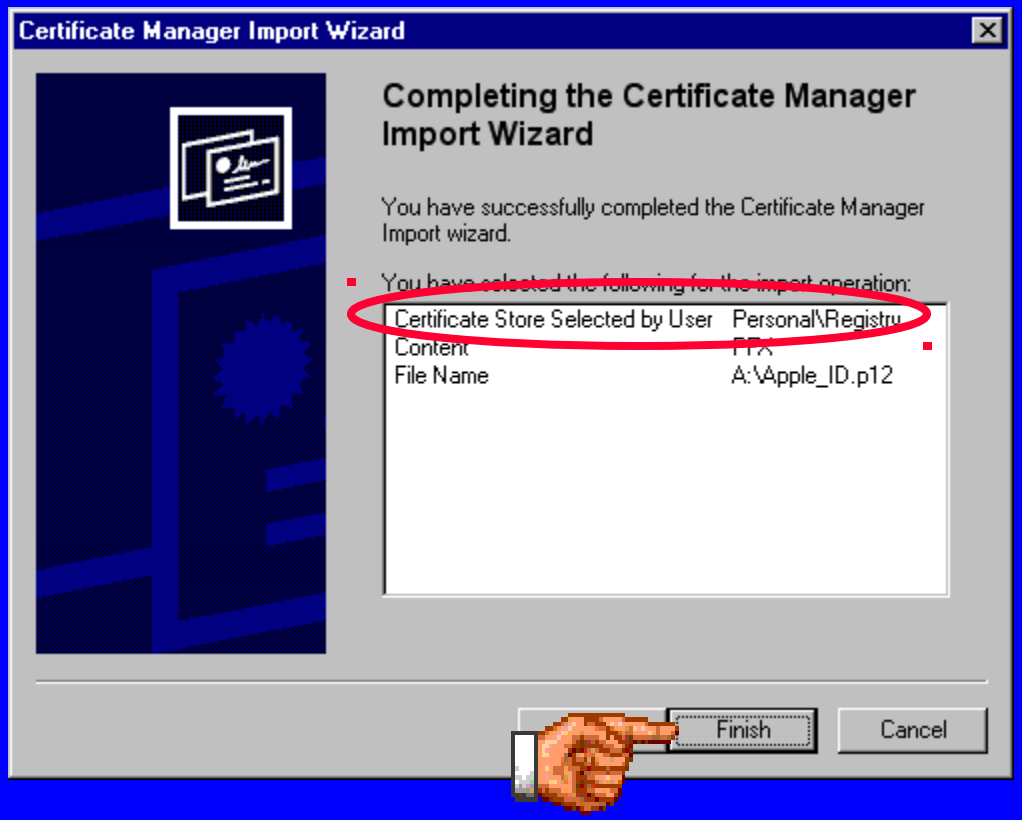
- Select \Personal\Registry
- Click ***OK***

Load Certificates Into IE/Outlook (cont)



- Ensure "\Personal\Registry" is selected
- Click ***Next***

Load Certificates Into IE/Outlook (cont)

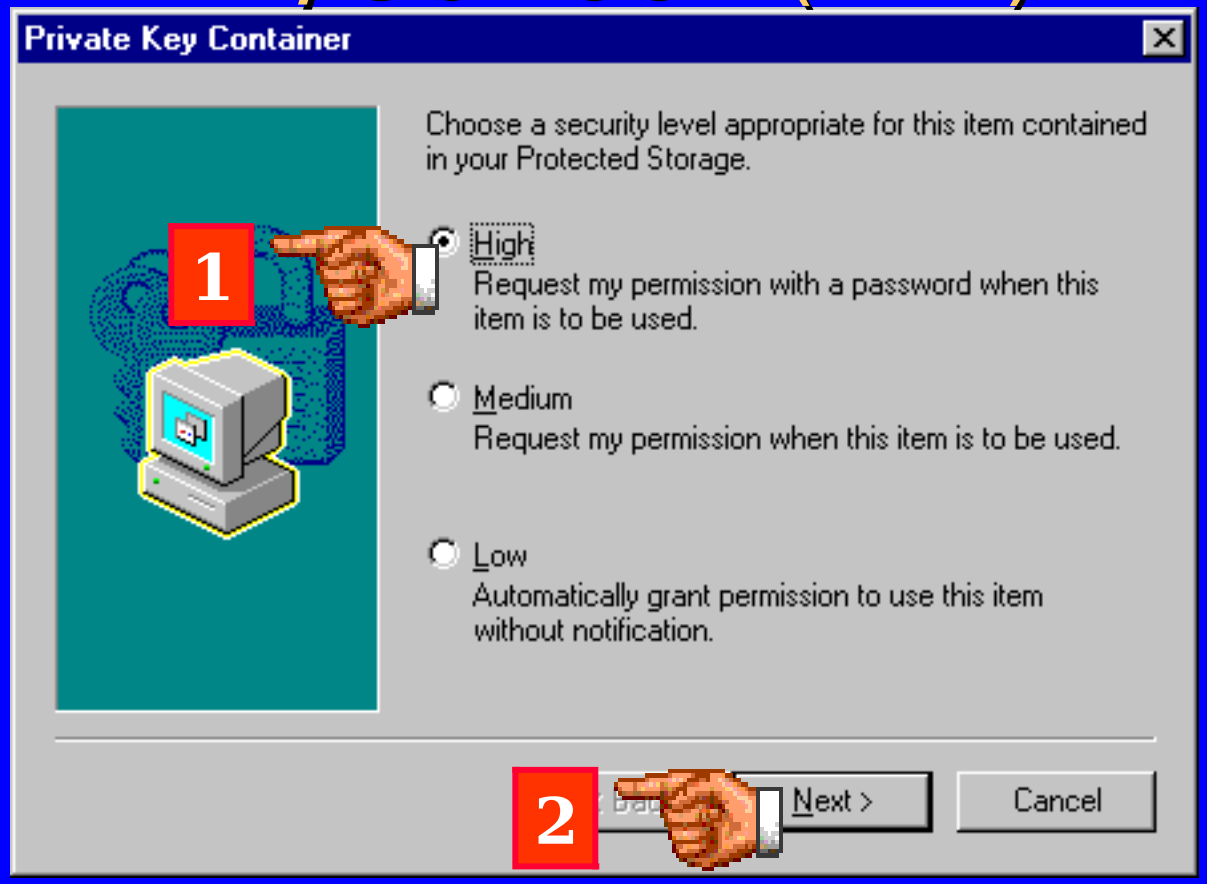


- Click ***Finish***

Load Certificates Into IE/Outlook (cont)

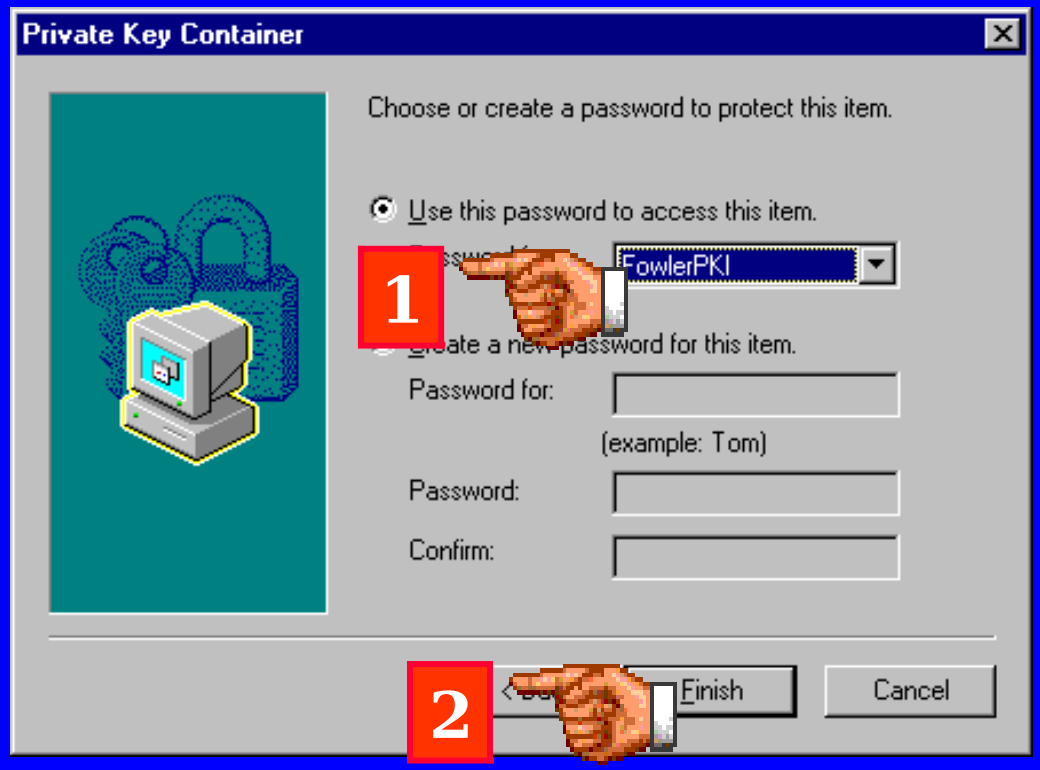
- Click ***Set Security Level***

Load Certificates Into IE/Outlook (cont)



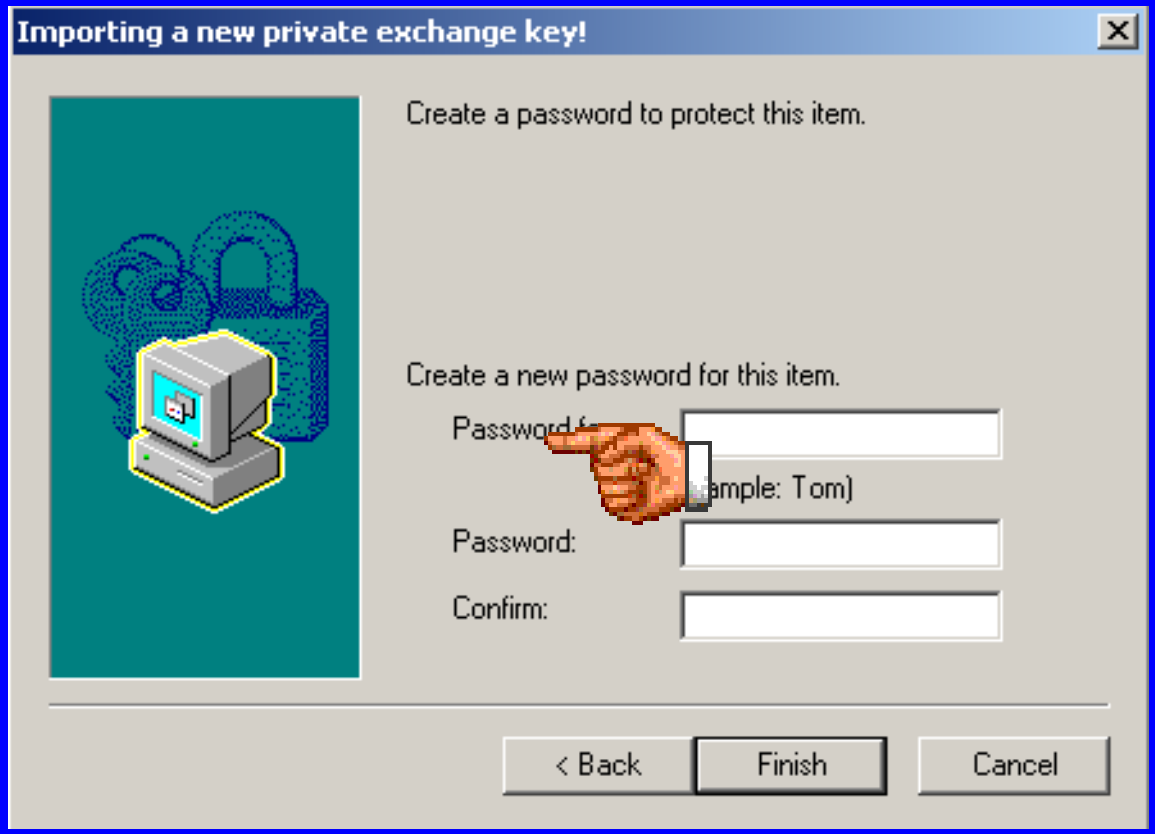
- Set security level to ***High***
- Click ***Next***

Load Certificates Into IE/Outlook (cont)



- Select preferred name of Private Key Container
- Click ***Finish***

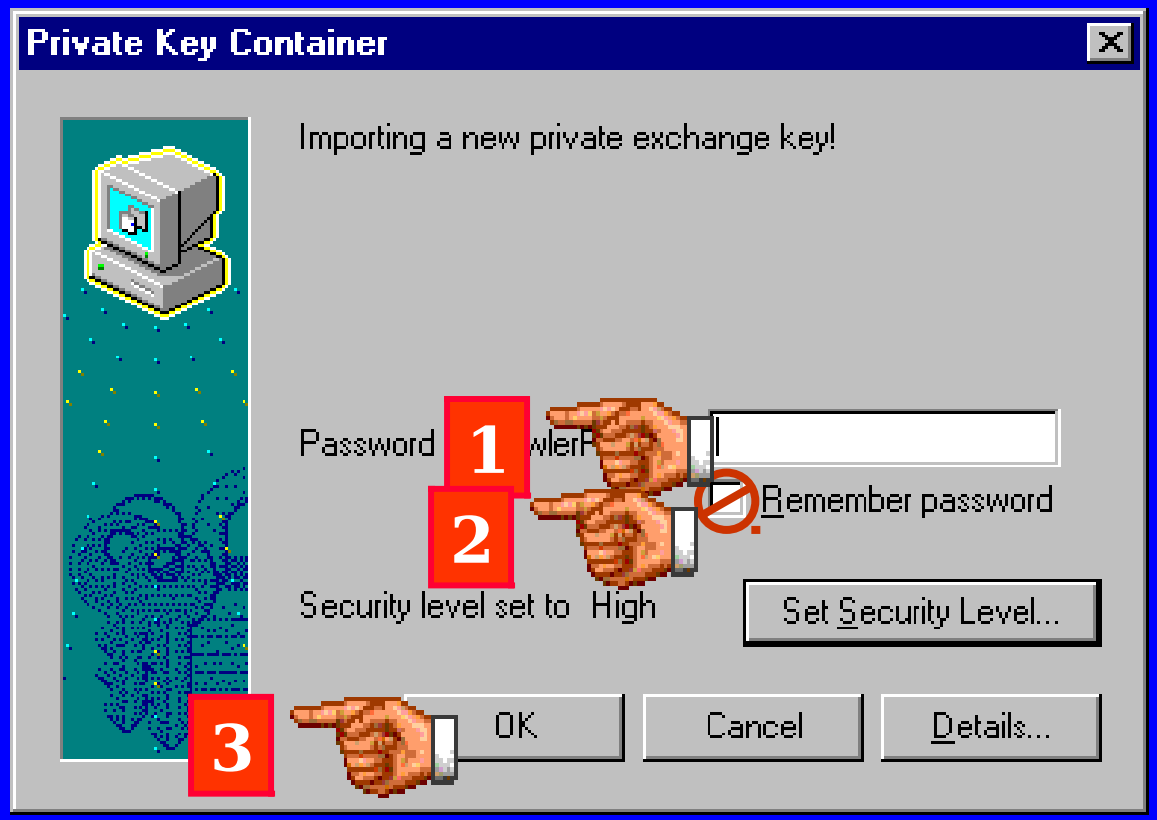
****MS 2000 Difference****



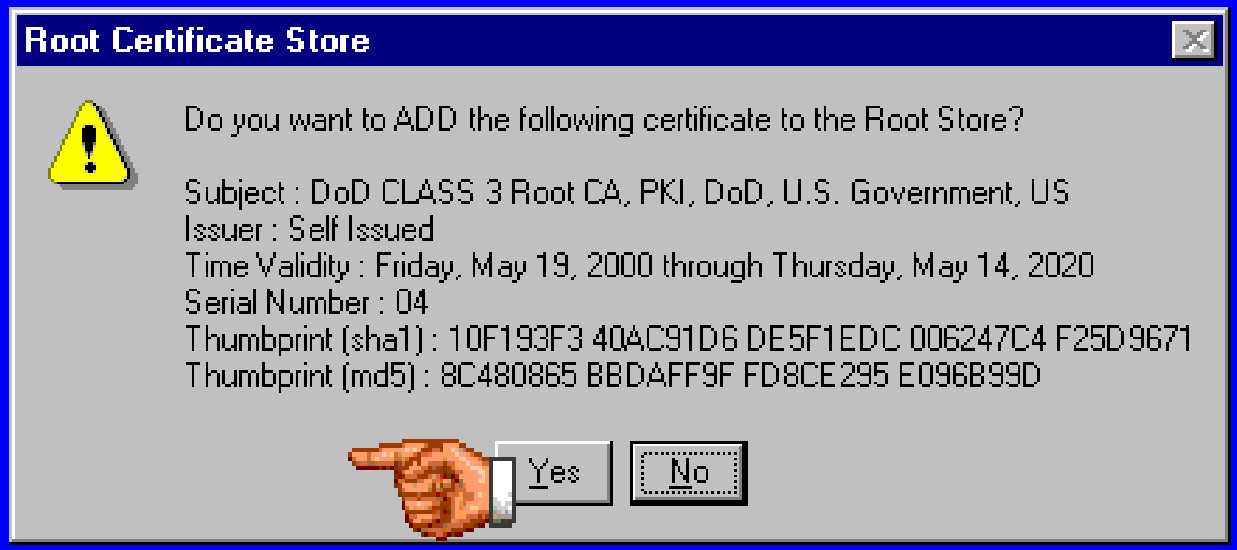
You must give the container the same name as
And re-enter the password, confirm, and click

Load Certificates Into IE/Outlook (cont)

- **Enter password**
- **Do NOT check remember password**
- **Click *OK***



Load Certificates Into IE/Outlook (cont)

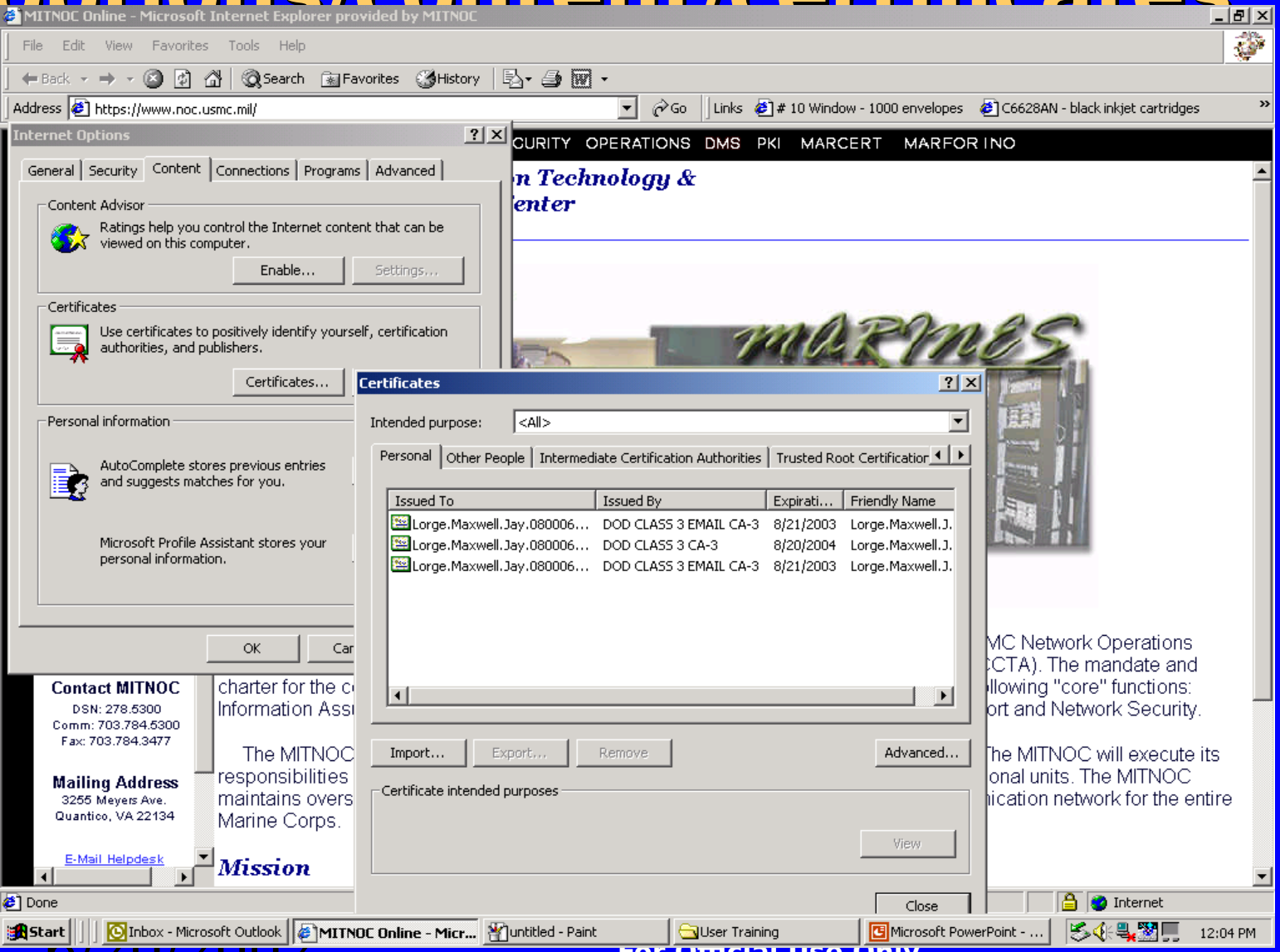


- To accept the DoD Class 3 Root
- Click ***YES***

Load Certificates Into IE/Outlook (cont)

- Click ***OK***
  (This completes the Private Key load to MS Certificate Manager.)

Certificates stored in IE/tools/IE options/content/certificates



Outlook 2000 Certificate Utilization

Lesson 3

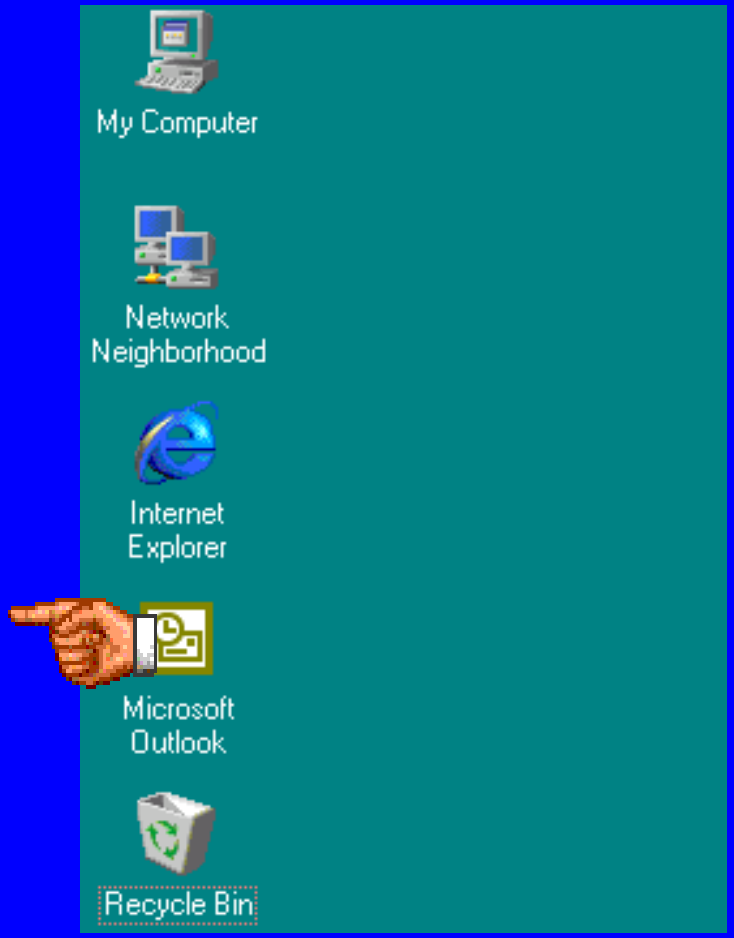
Configure Outlook for Certificate Utilization

Configure Outlook

- Load E-mail Certificates into Outlook
- Set Contacts as default Outlook address book

Configure Outlook (cont)

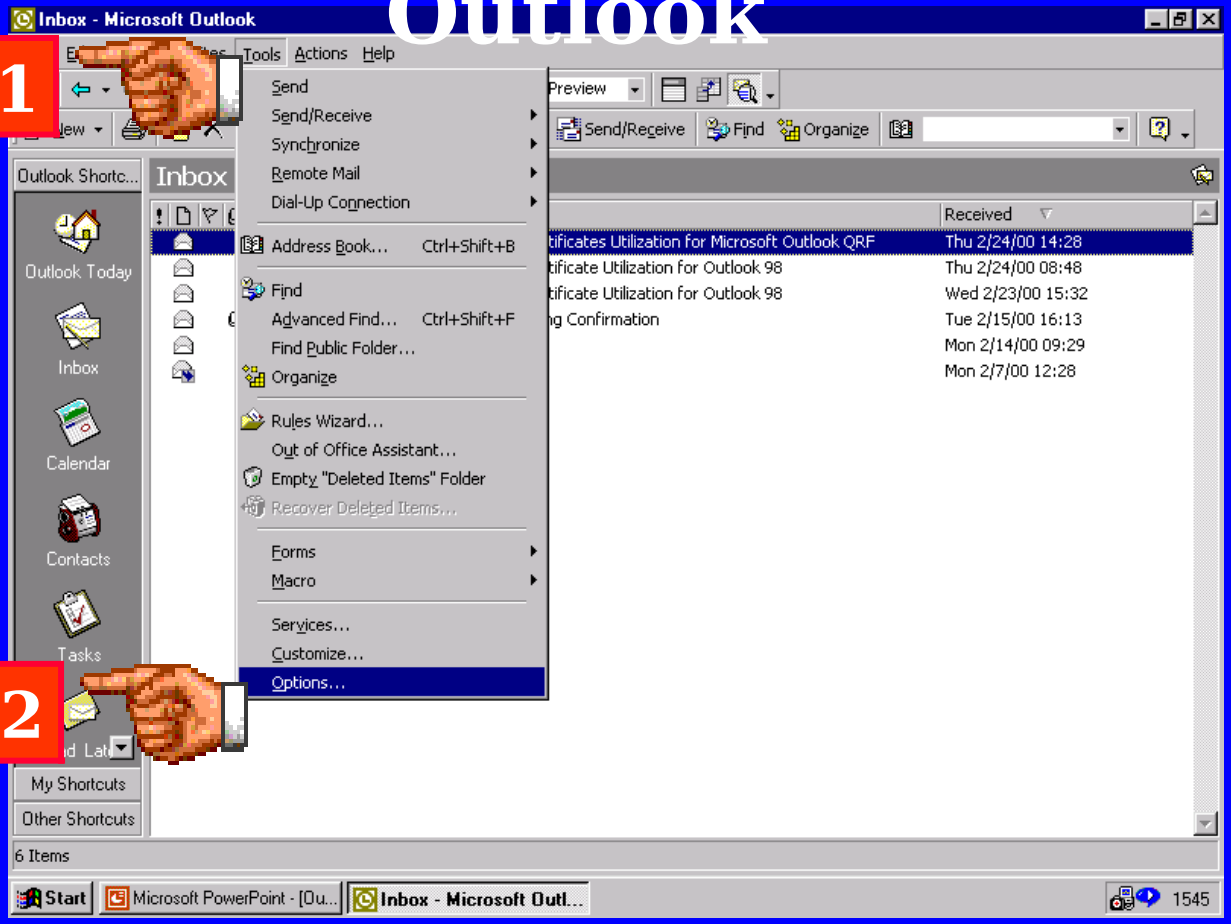
Load E-mail Certificate into Outlook



- Open MS Outlook

Configure Outlook (cont)

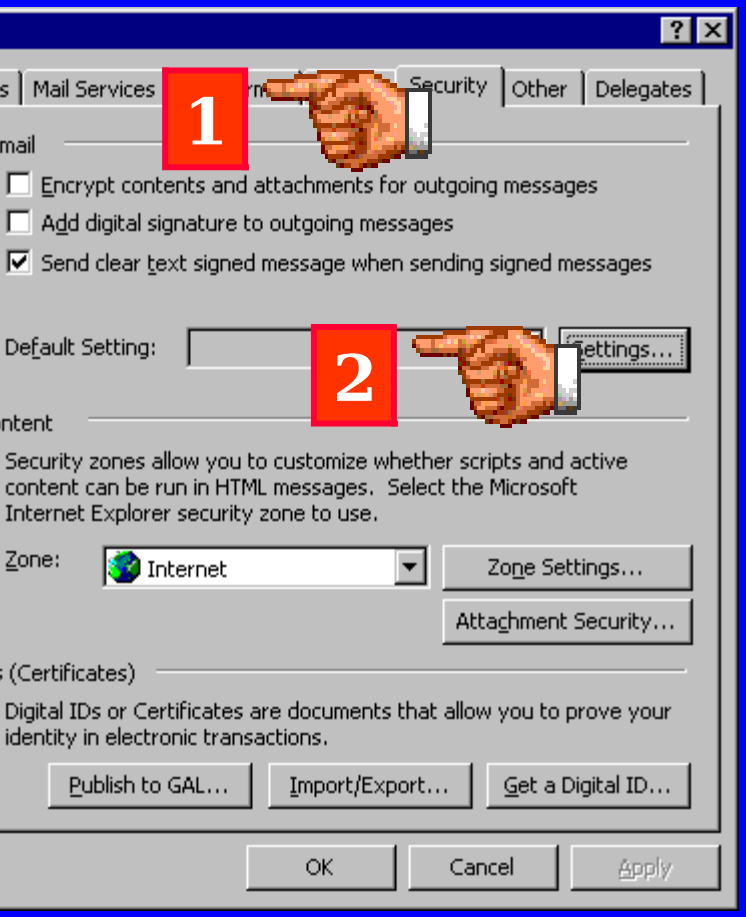
Load E-mail Certificate into Outlook



- Select ***Tools***
- Select ***Options***

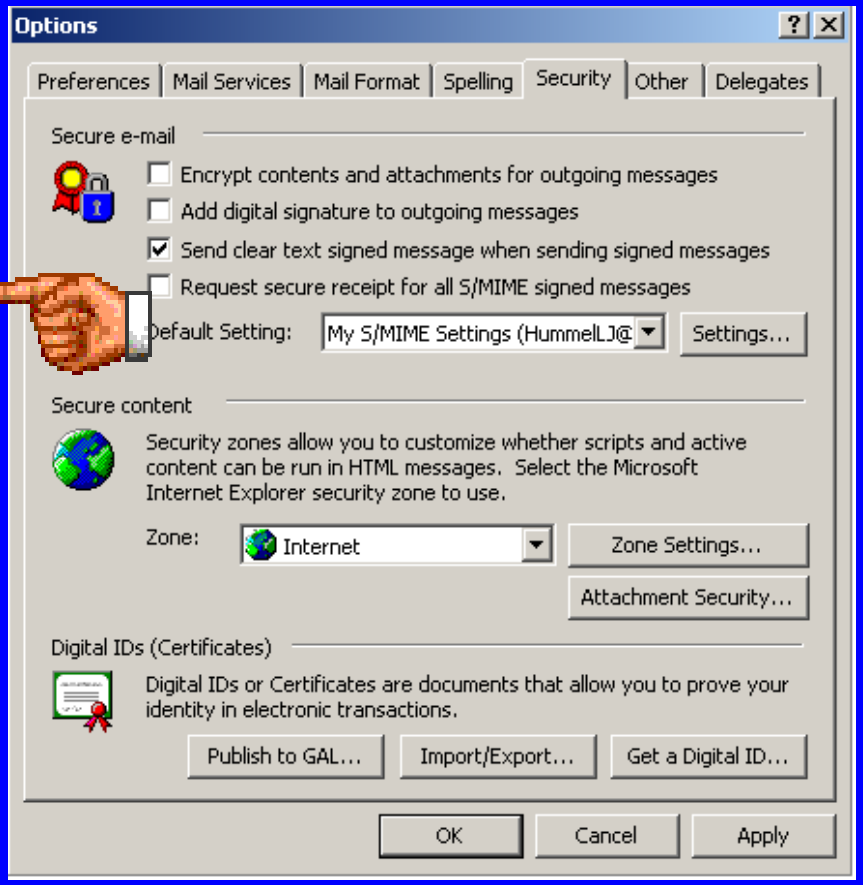
Configure Outlook (cont)

Load E-mail Certificate into Outlook



- Select ***Security*** tab
- Click ***Settings***

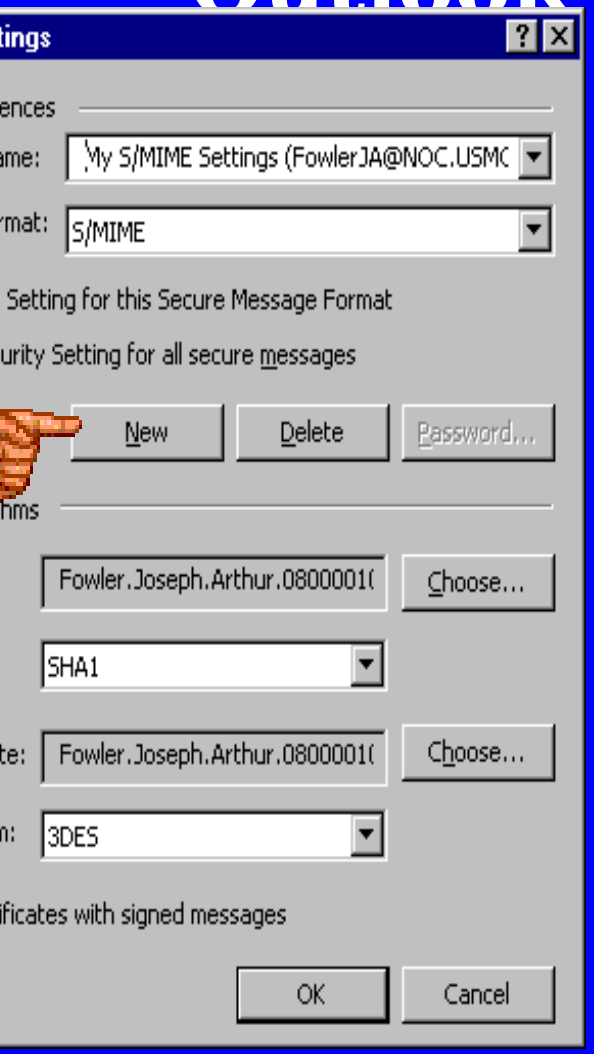
****MS 2000 Difference****



Note there is now a fourth option available to request a secure receipt, it is not necessary to select this option

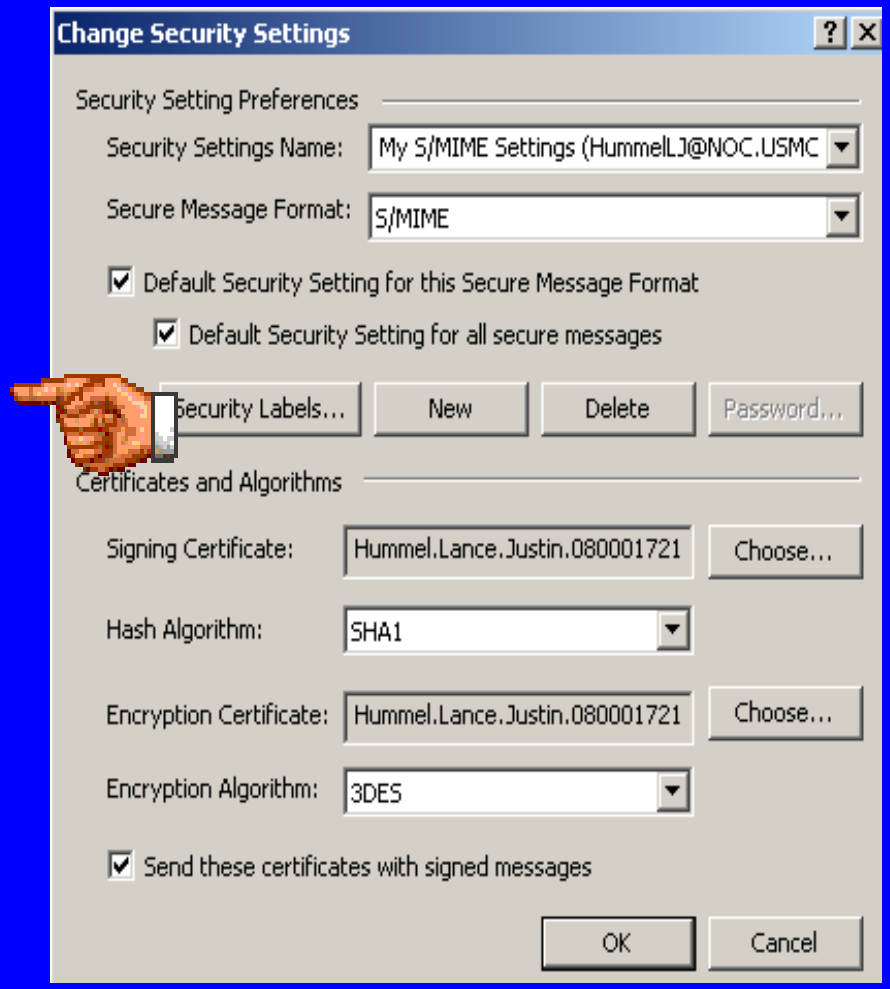
Configure Outlook (cont)

Load E-mail Certificate into Outlook



- Click ***New***

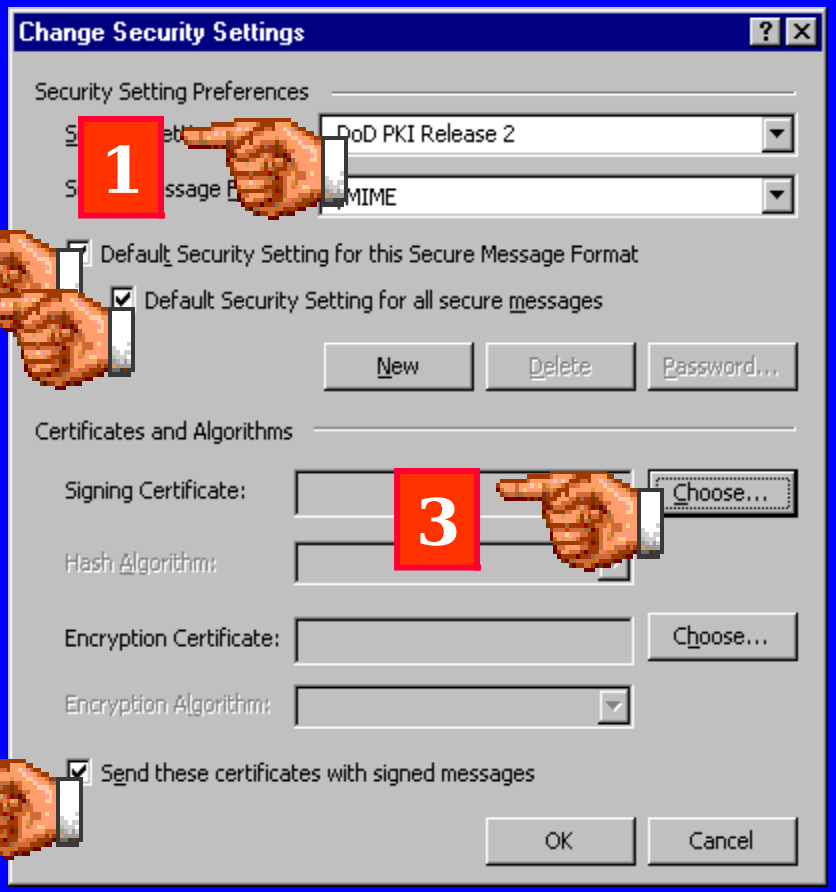
****MS 2000 Difference****



Note an additional option available, it is not a

Configure Outlook (cont)

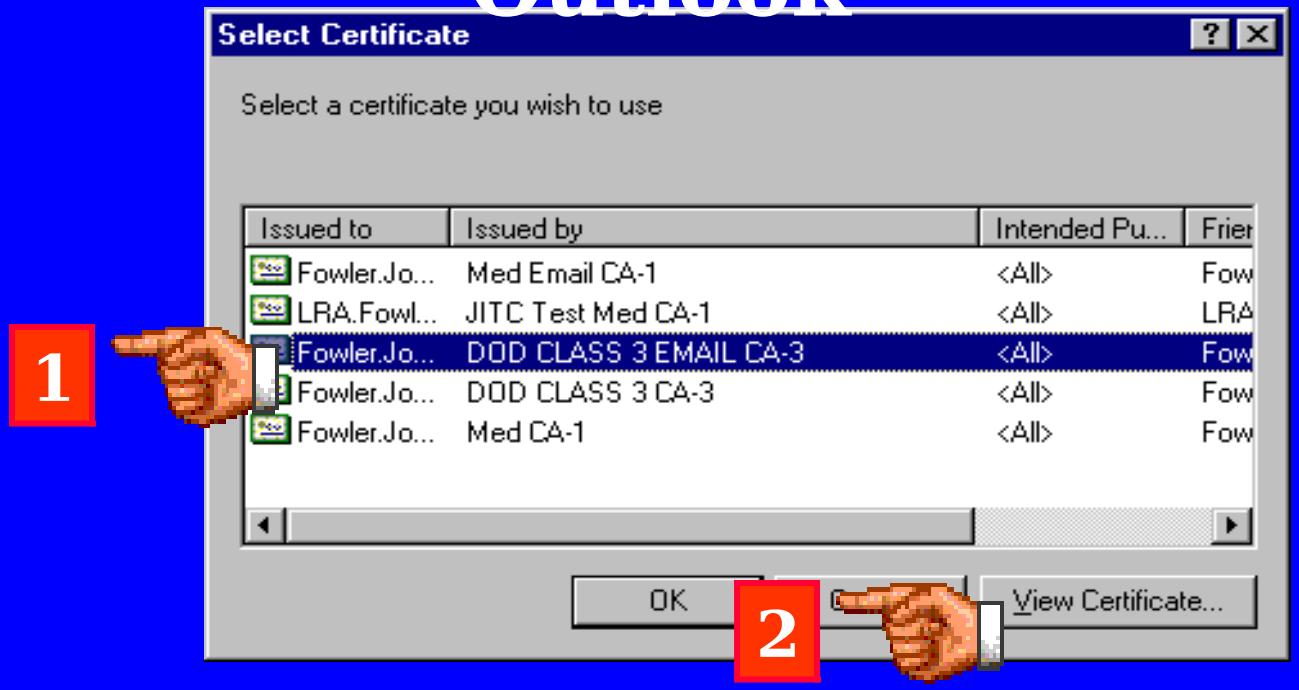
Load E-mail Certificate into Outlook



- Enter desired Security Settings Name
- Make Default for Security Settings and for all secure messages
- Select ***Choose*** for appropriate Signing (E-Mail) Certificate

Configure Outlook (cont)

Load E-mail Certificate into Outlook

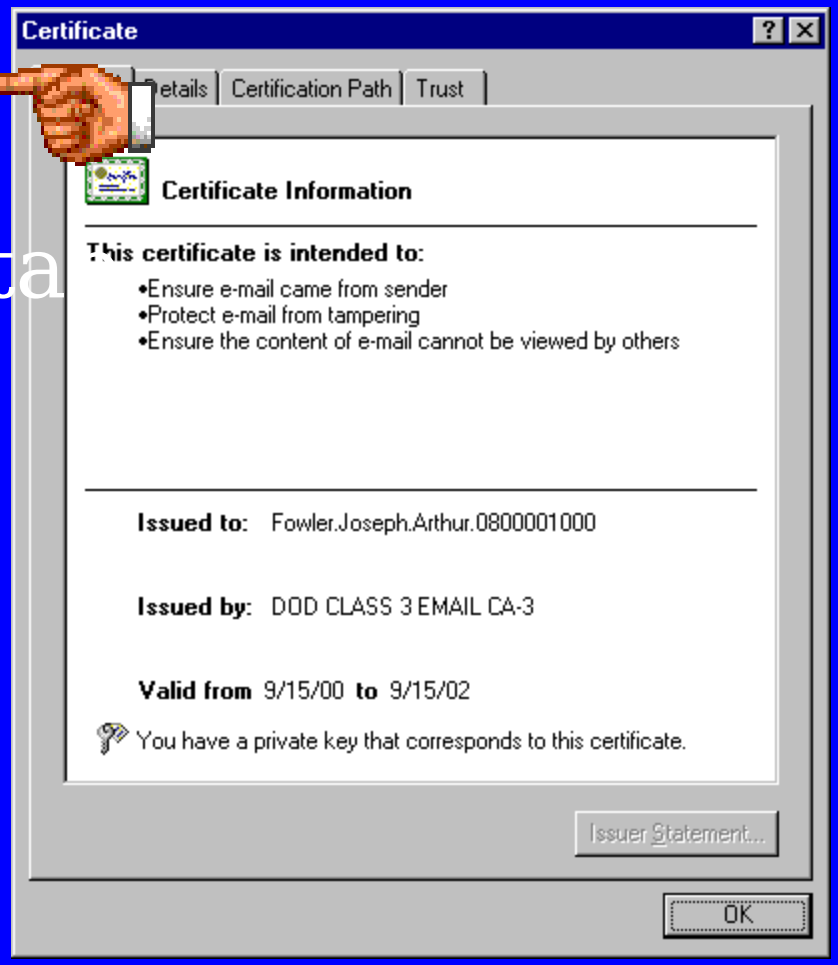


- Select E-Mail Certificate
- Click ***View Certificate***

Configure Outlook (cont)

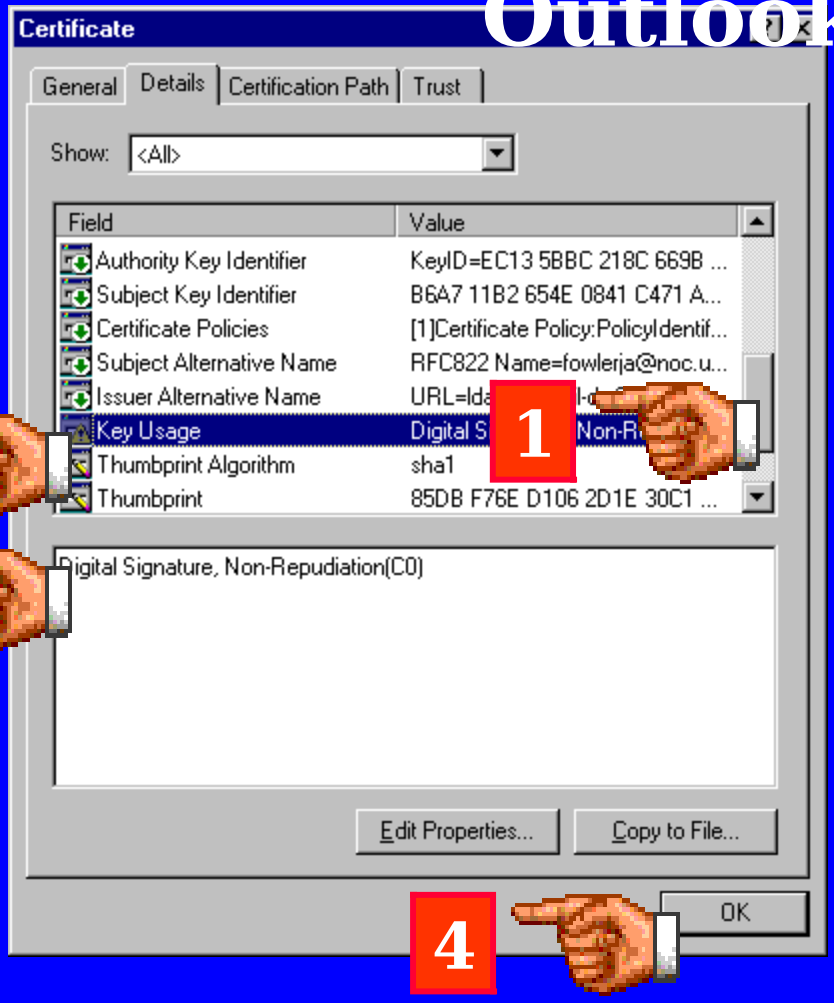
Load E-mail Certificate into Outlook

- Select ***Details*** ta



Configure Outlook (cont)

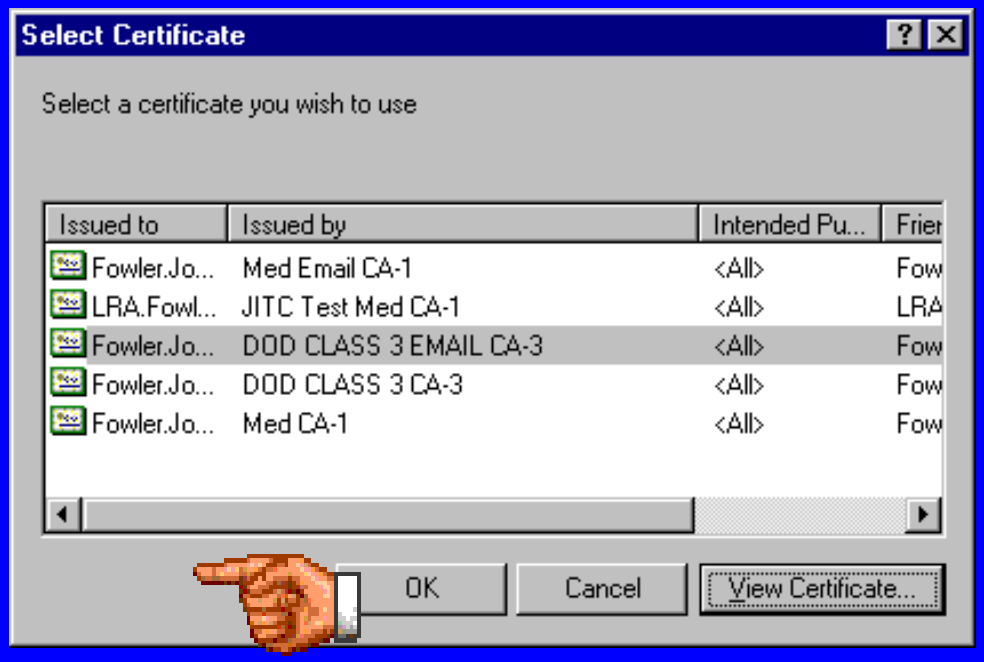
Load E-mail Certificate into Outlook



- Scroll to Key Usage and highlight
- Verify function as Digital Signature
- Click ***OK***

Configure Outlook (cont)

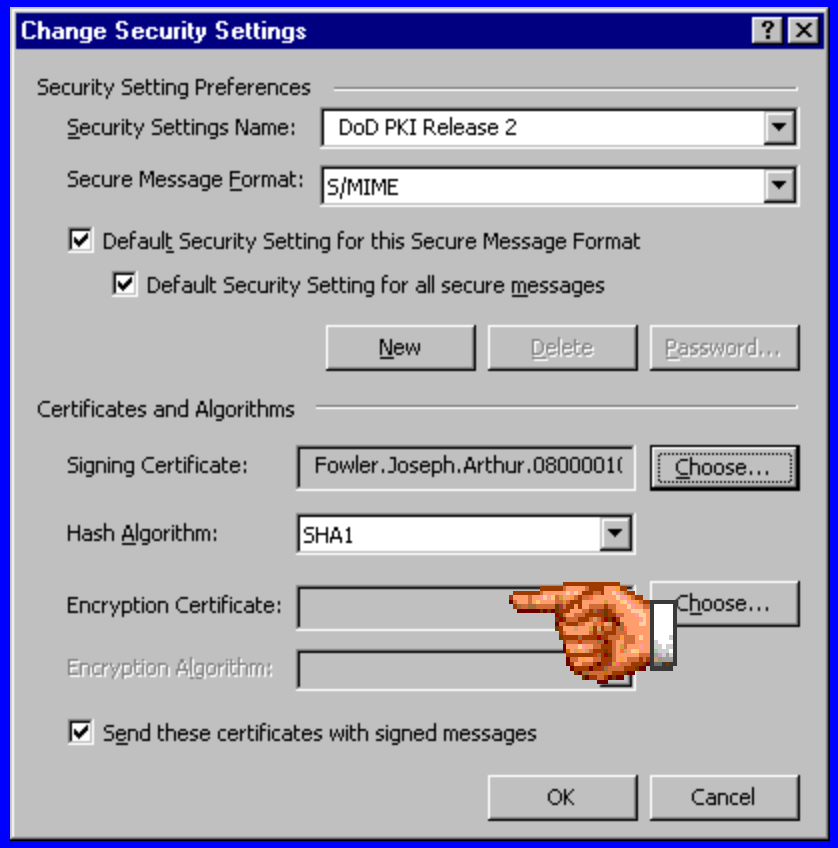
Load E-mail Certificate into Outlook



- Click ***OK***

Configure Outlook (cont)

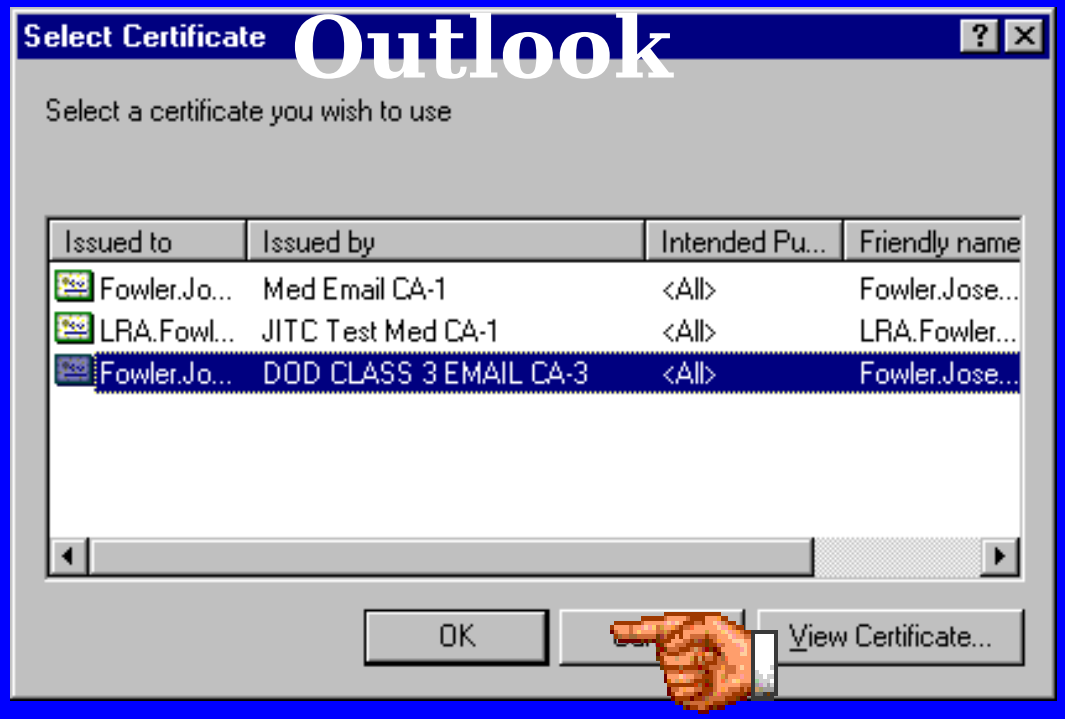
Load E-mail Certificate into Outlook



- Click ***Choose*** for Encryption Certificate

Configure Outlook (cont)

Load E-mail Certificate into Outlook

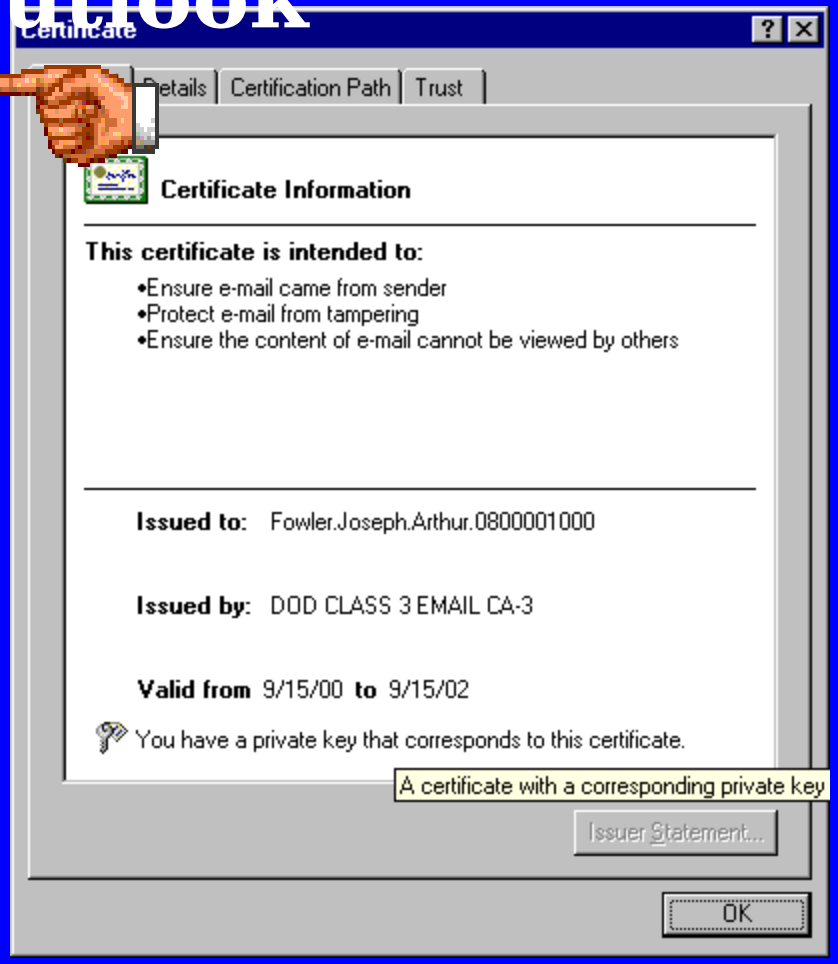


- Click ***View Certificate***

Configure Outlook (cont)

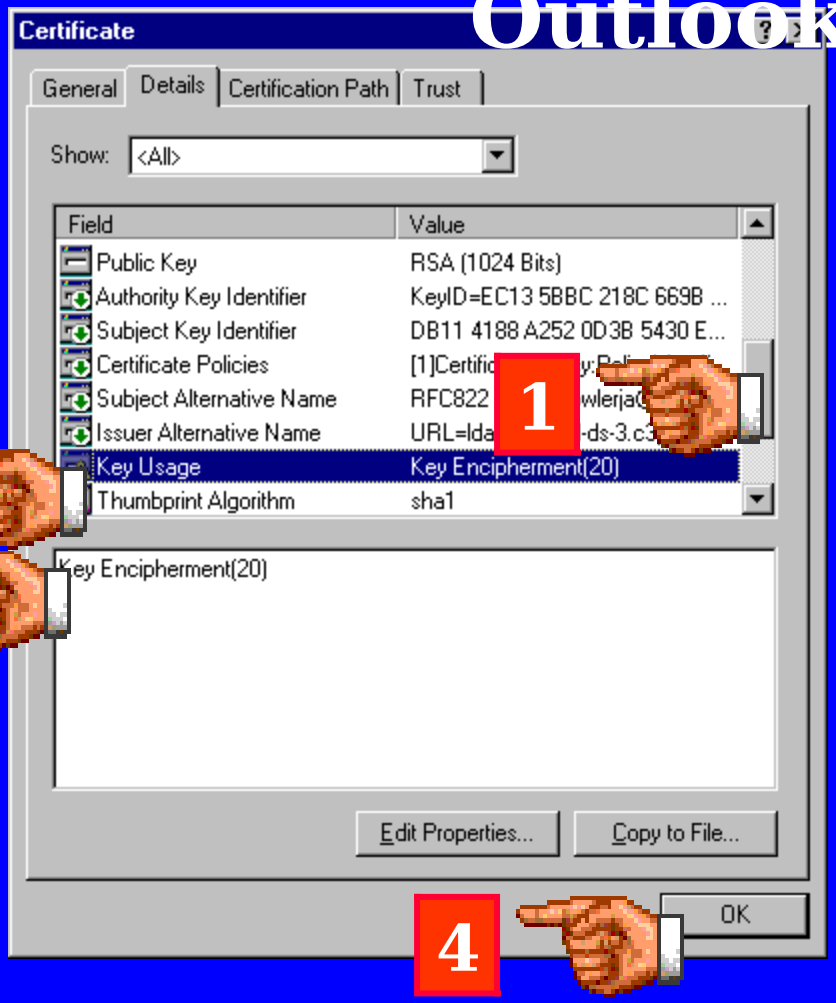
Load E-mail Certificate into Outlook

- Click ***Details*** tab



Configure Outlook (cont)

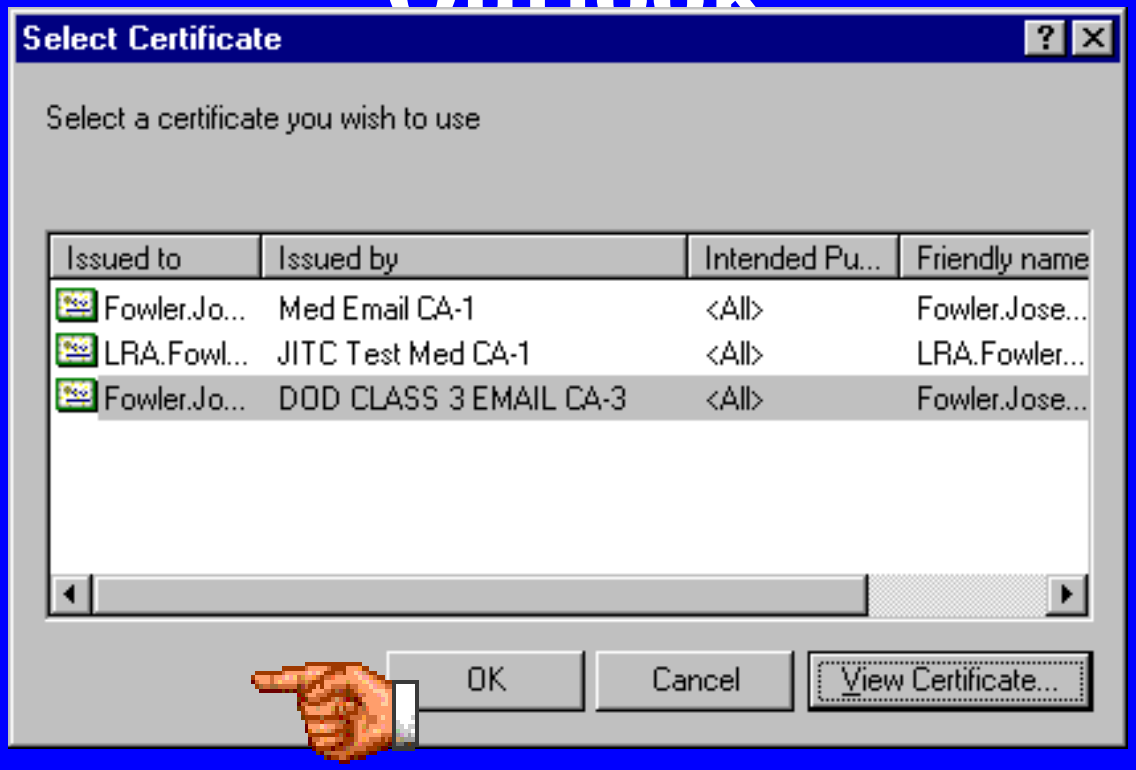
Load E-mail Certificate into Outlook



- Scroll to Key Usage and highlight
- Verify Key Encipherment
- Click ***OK***

Configure Outlook (cont)

Load E-mail Certificate into Outlook



- Click ***OK***

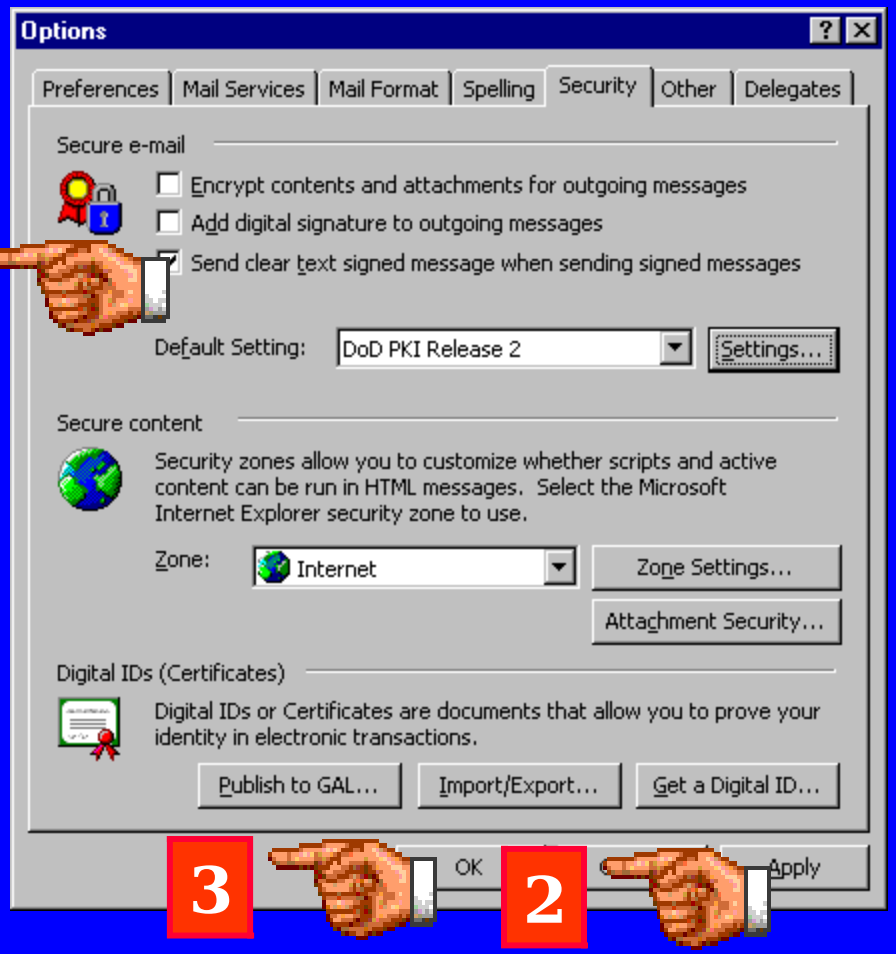
Configure Outlook (cont)

Load E-mail Certificate into Outlook

- Verify Security Setting Preferences
  - ✓ Default Security Setting for this Secure Message Format
  - ✓ Default Security Setting for all secure messages
  - ✓ Send these certificates with signed messages
- Click ***OK***

Configure Outlook (cont)

Load E-mail Certificate into Outlook

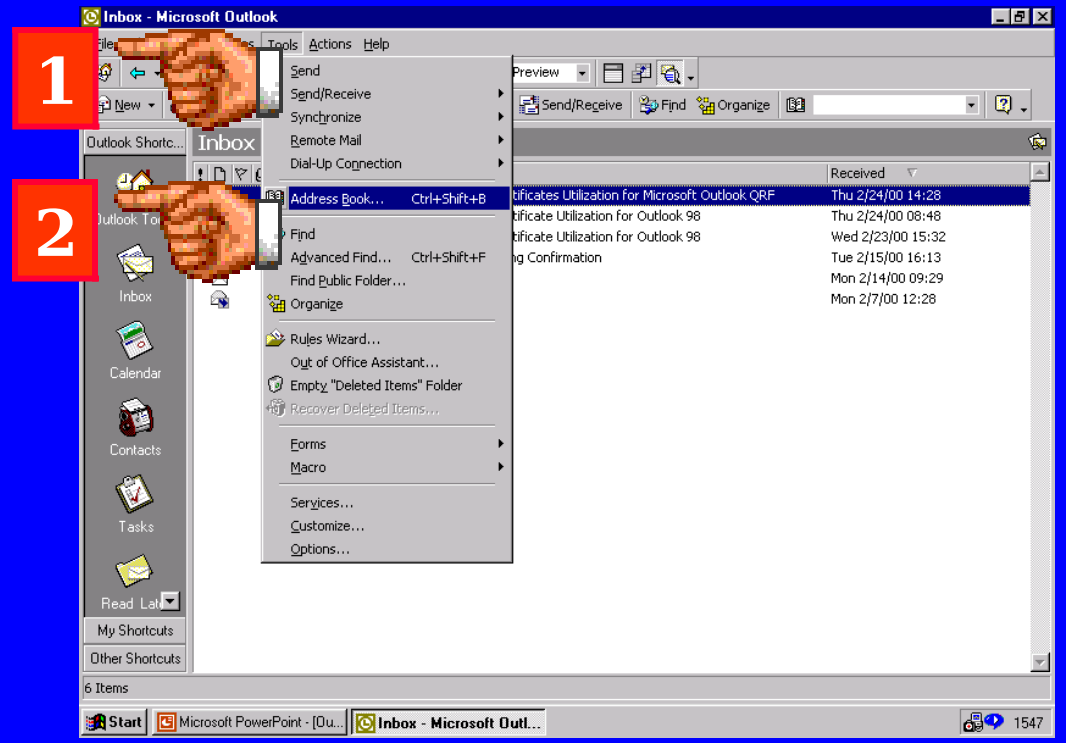


- Select Send Clear Text message when sending signed messages
- Select ***Apply***
- Select ***OK***

Configure Outlook (cont)

Set Contacts as Default Address Book

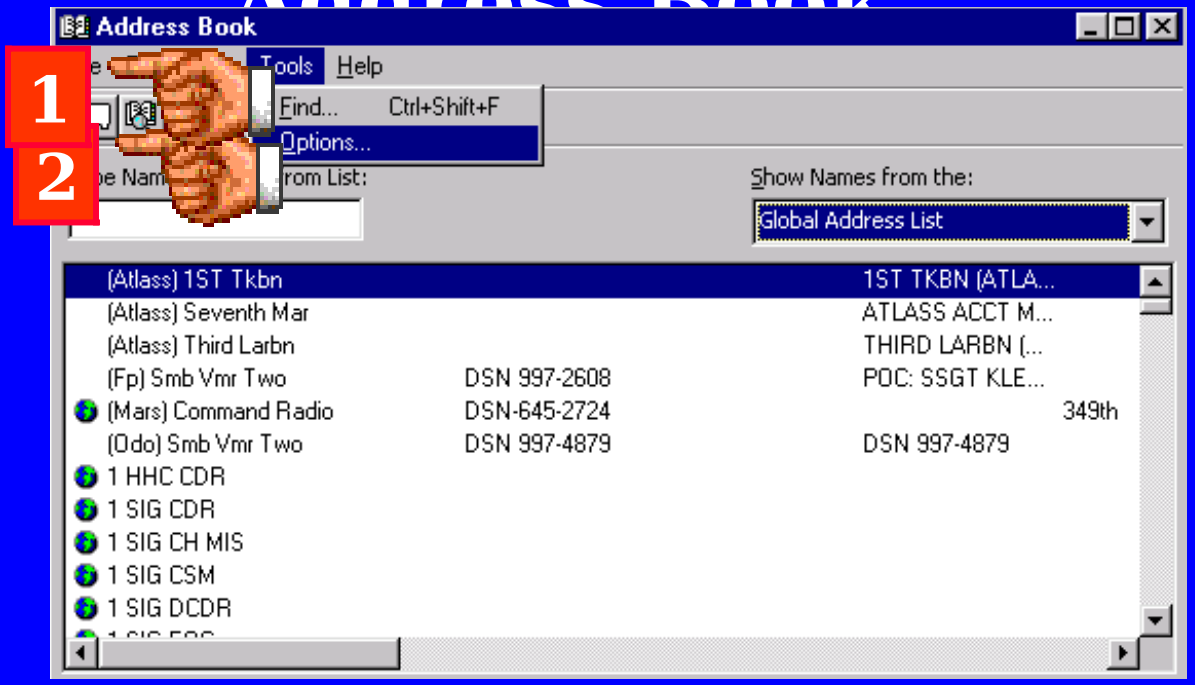
- Select ***Tools***
- Select ***Address Book***



Note: To send & receive DoD PKI messages, Contacts must be set as the first location referenced in the address book.

Configure Outlook (cont)

Set Contacts as Default Address Book

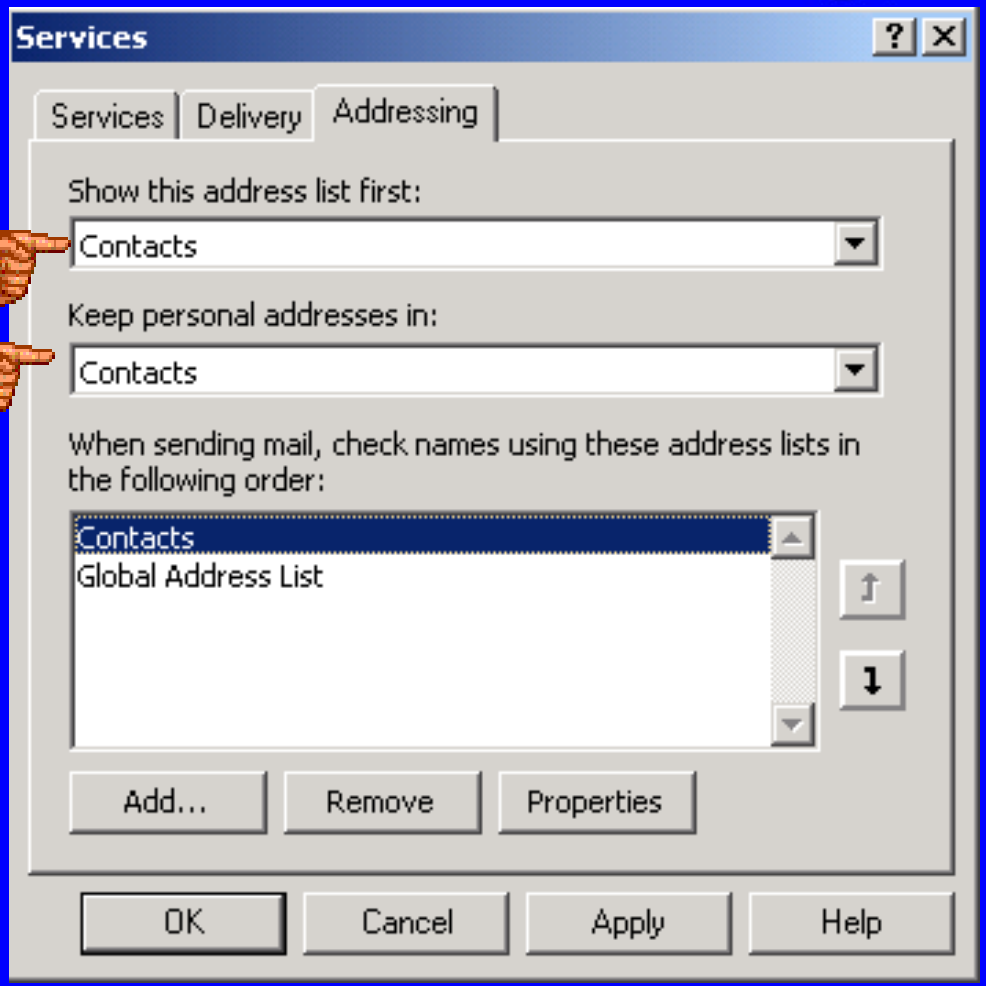


- Select ***Tools***
- Select ***Options***

Configure Outlook (cont)

Set Contacts as Default Address Book

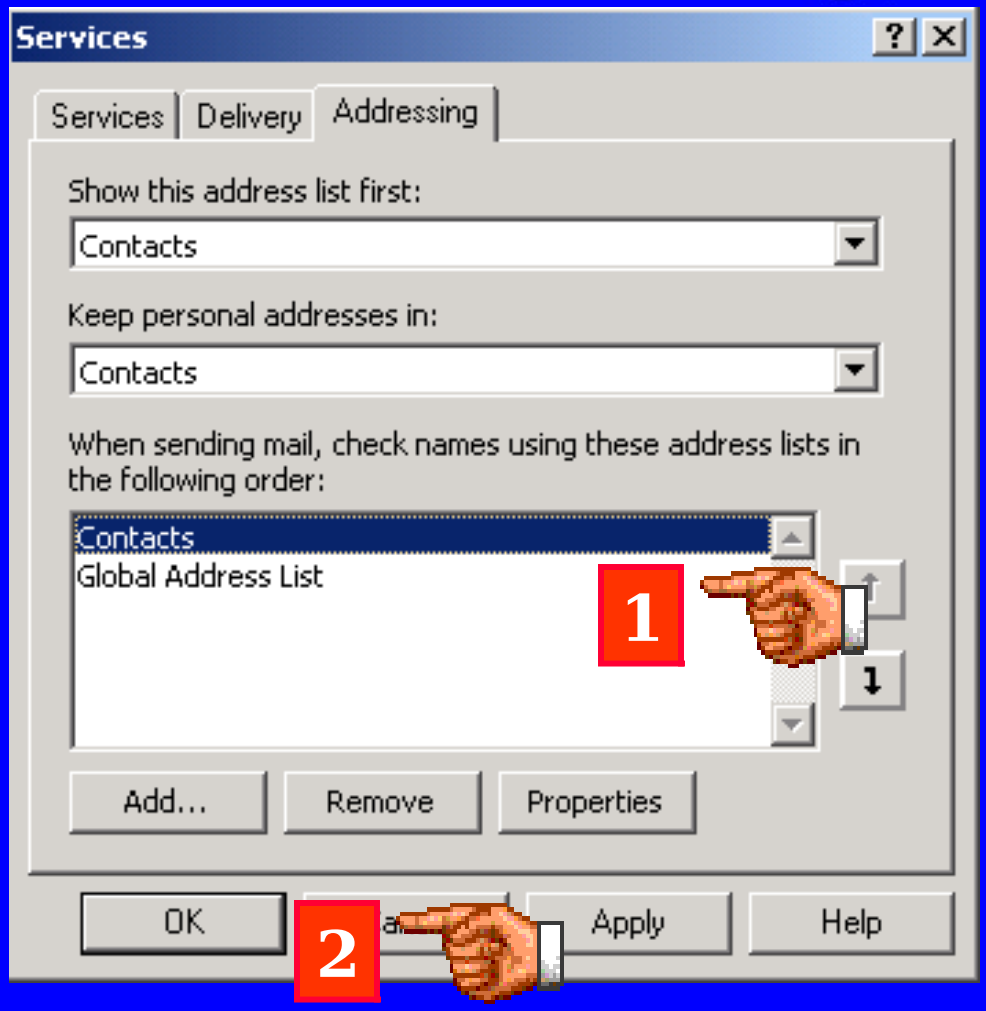
- Select ***Contacts*** or ***Global Address List*** in "Show this address list first" field.
- Set "Keep personal addresses in" to ***Contacts***



Configure Outlook (cont)

Set Contacts as Default Address Book

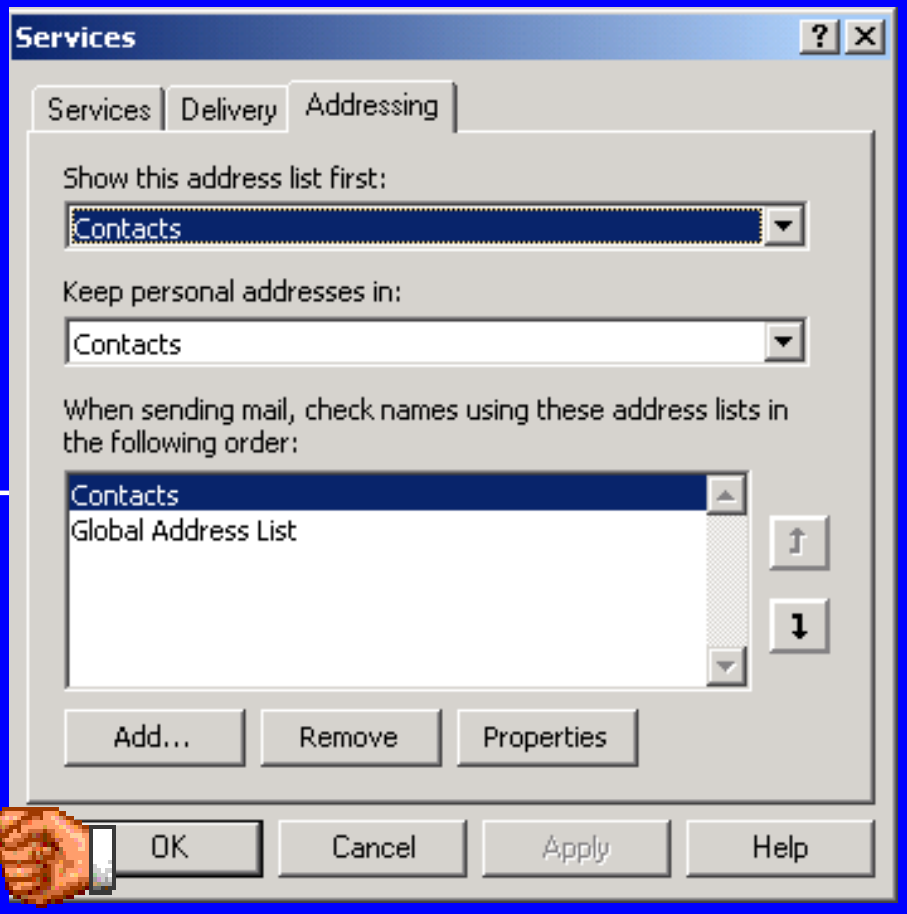
- Use arrows to send Contacts to top of list in “When sending mail…” field
- Click ***Apply***



Configure Outlook (cont)

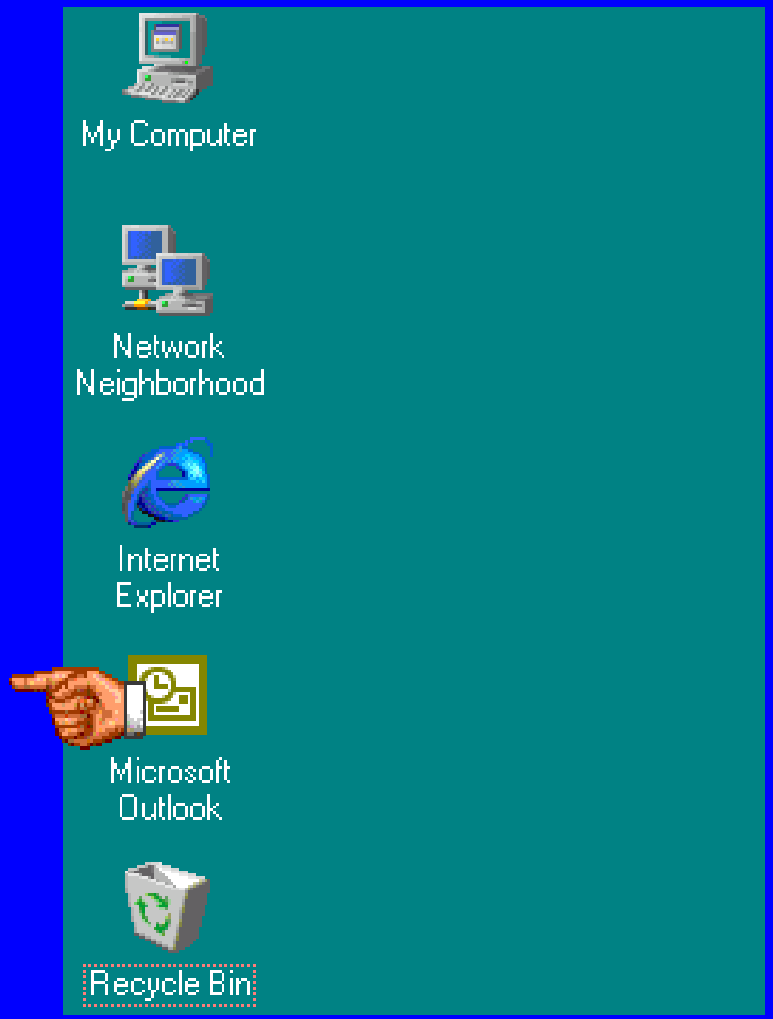
Set Contacts as Default Address Book

- Click ***OK***



Outlook is configured to utilize DoD PKI Ce

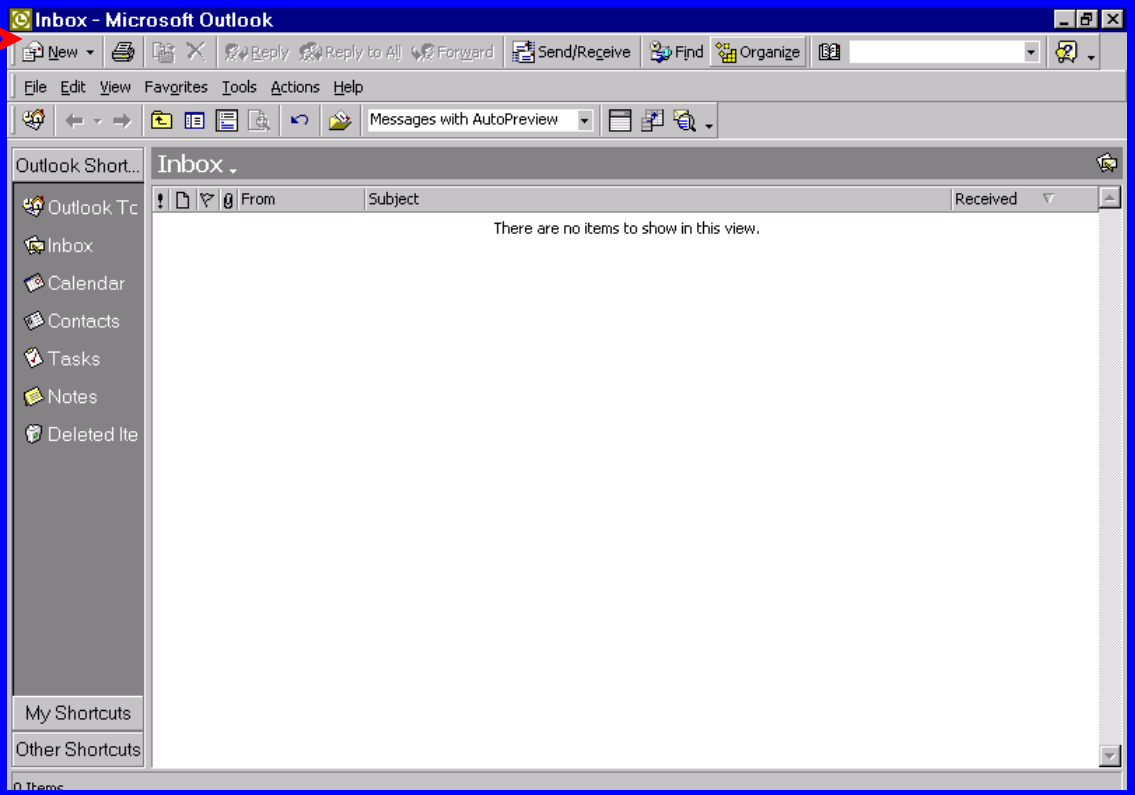
Configure Outlook Toolbar



- Open MS Outlook

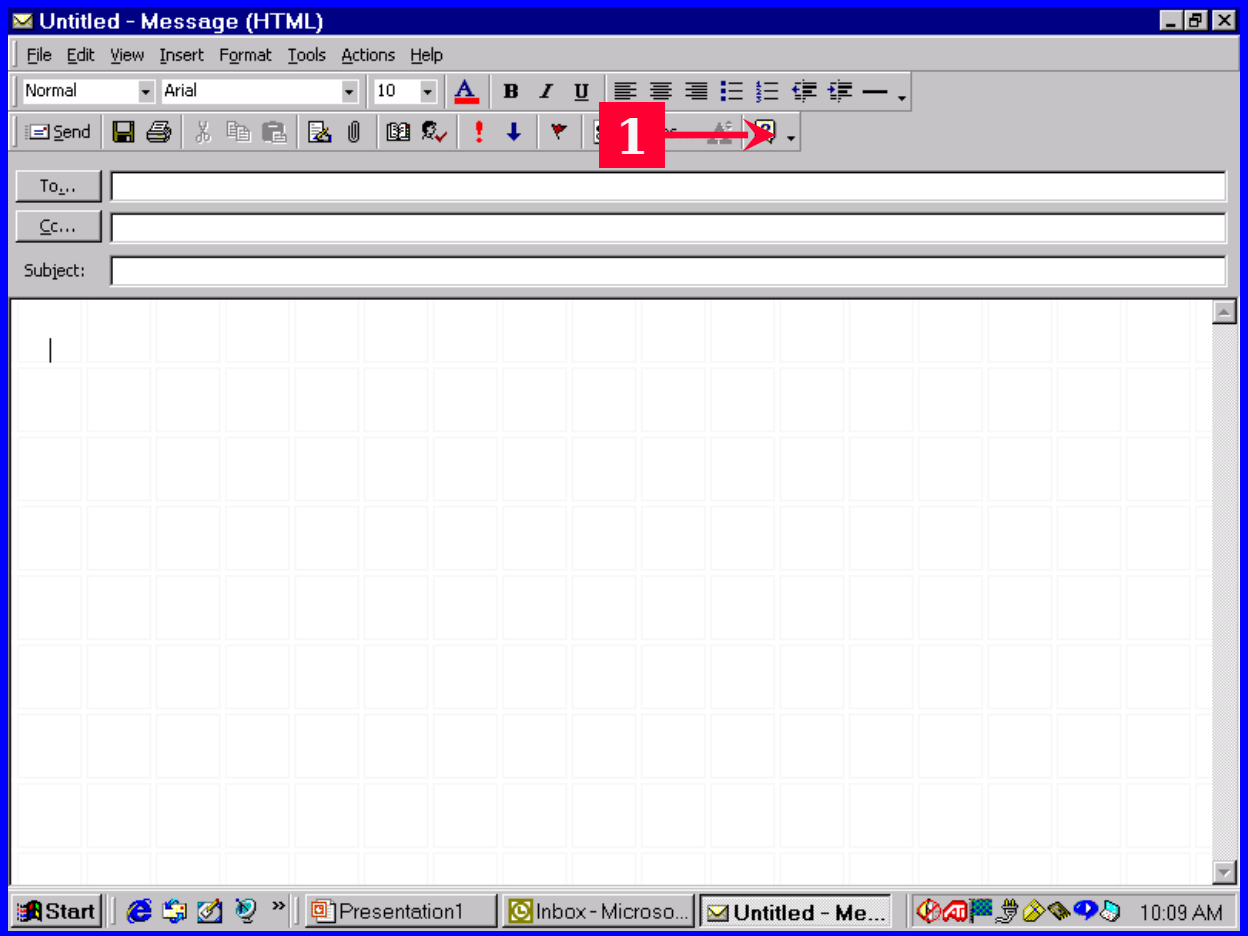
Configure Outlook Toolbar

- Click *New* message



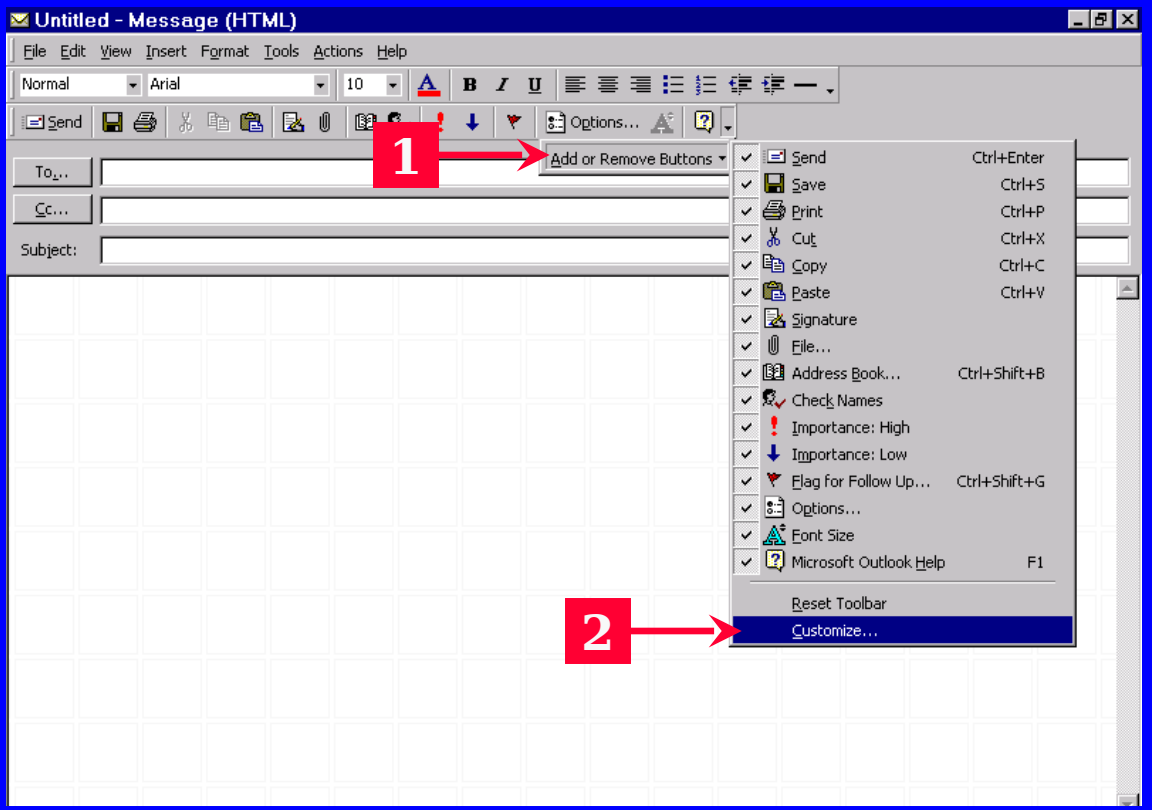
Configure Outlook Toolbar

- Click the *down arrow* on the tool bar



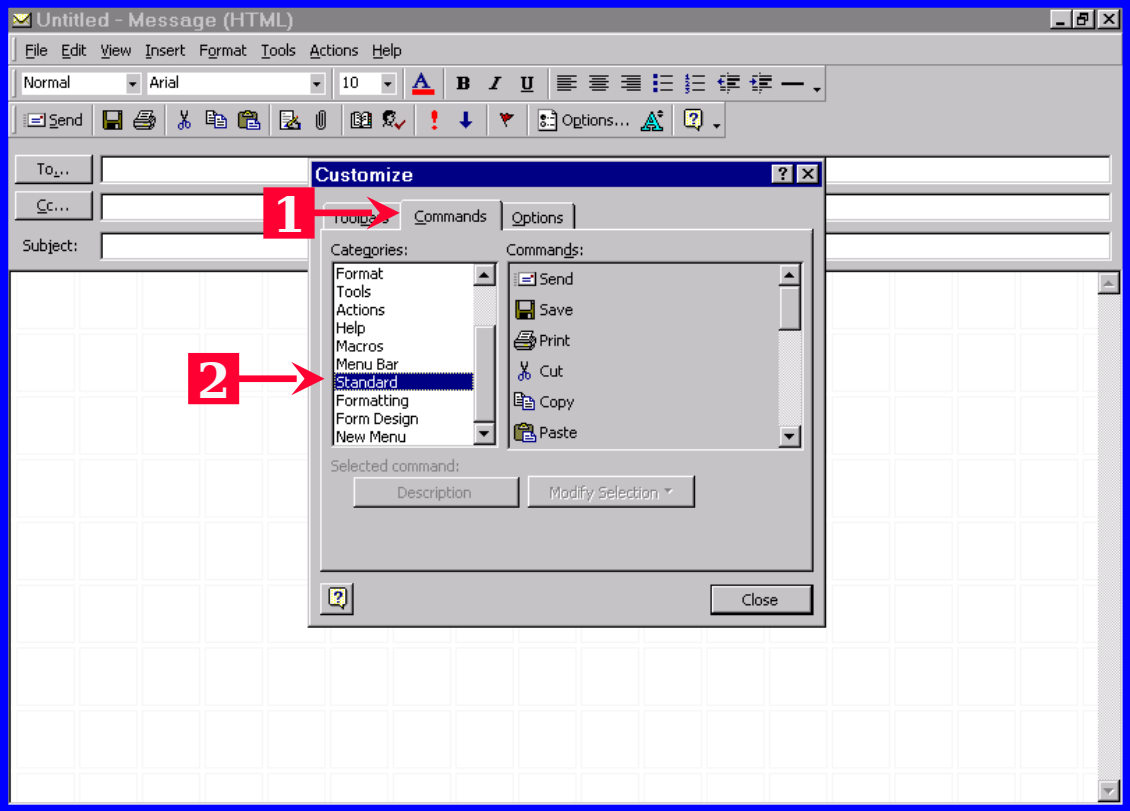
Configure Outlook Toolbar

- Choose *Add or Remove Buttons*
- Click Customize



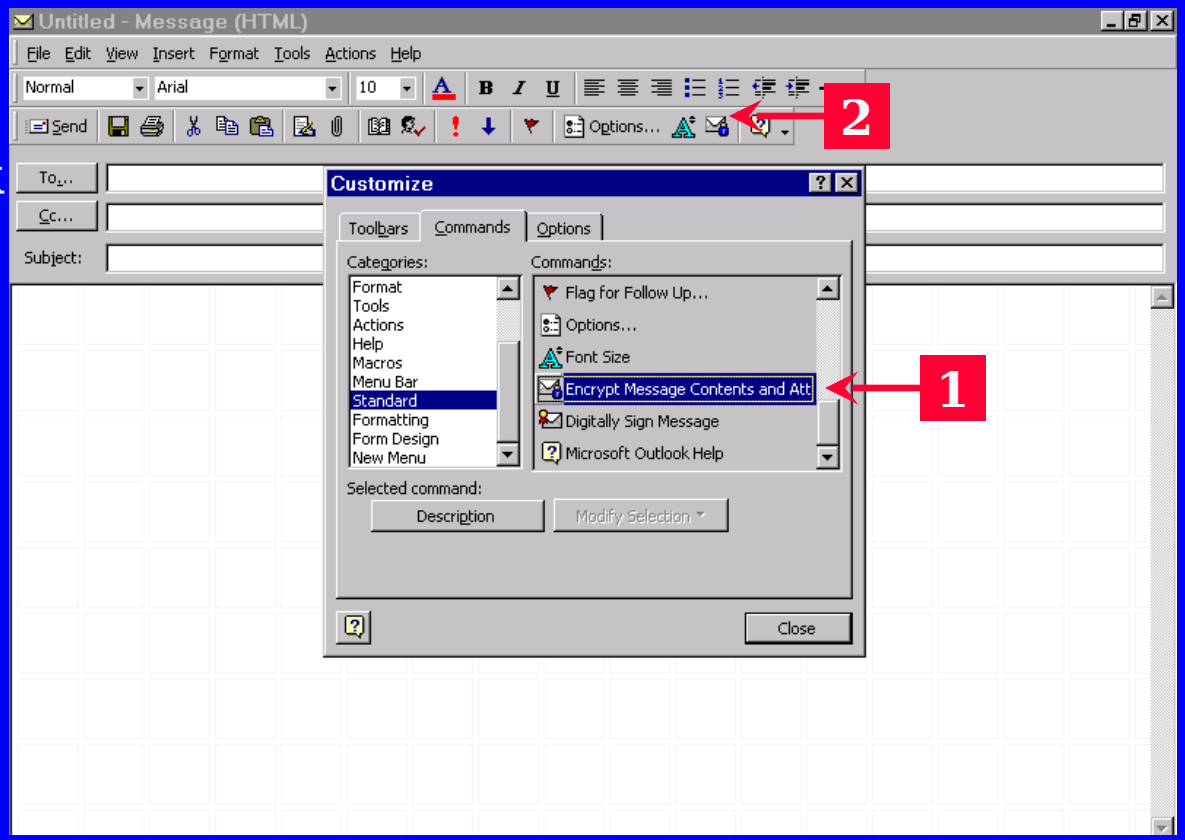
Configure Outlook Toolbar

- Select *Commands* tab
- Scroll down in the left column
- Click *Standard*



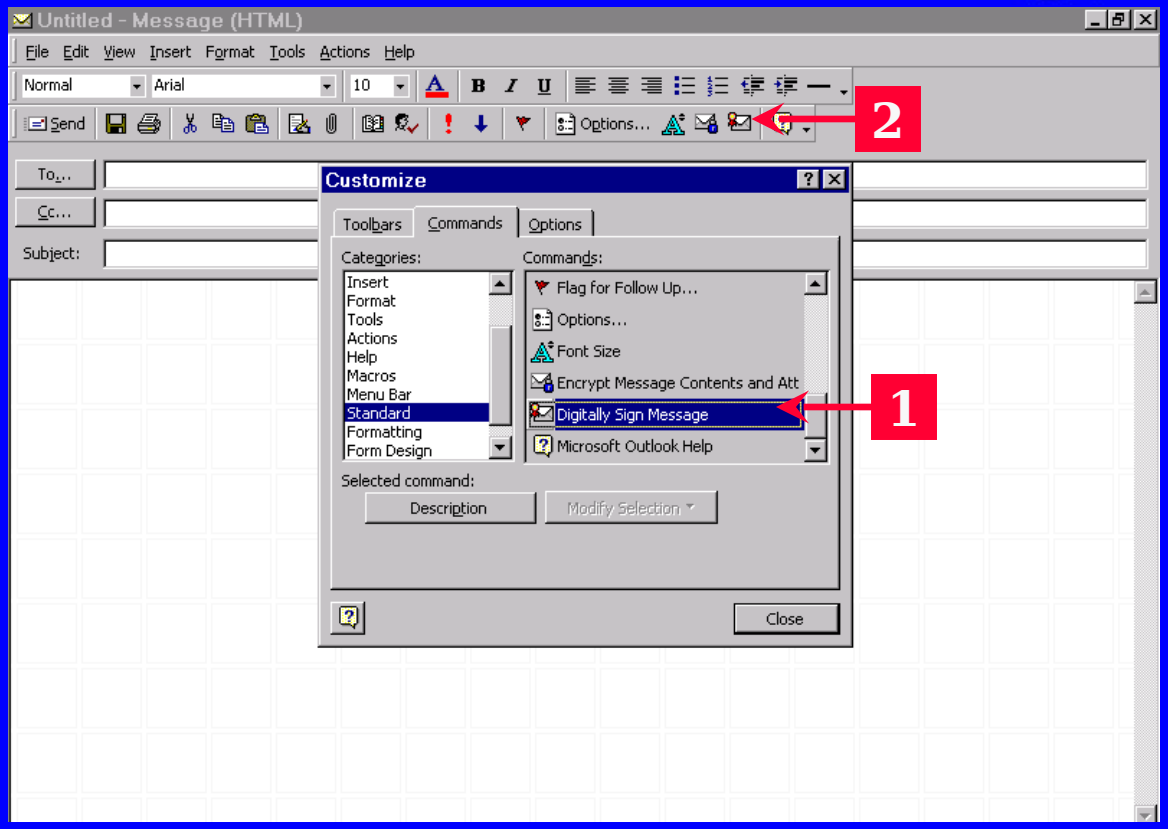
Configure Outlook Toolbar

- Scroll down in the right column
- Select the *Encrypt Message* icon
- Click and Drag the icon into the Outlook Toolbar



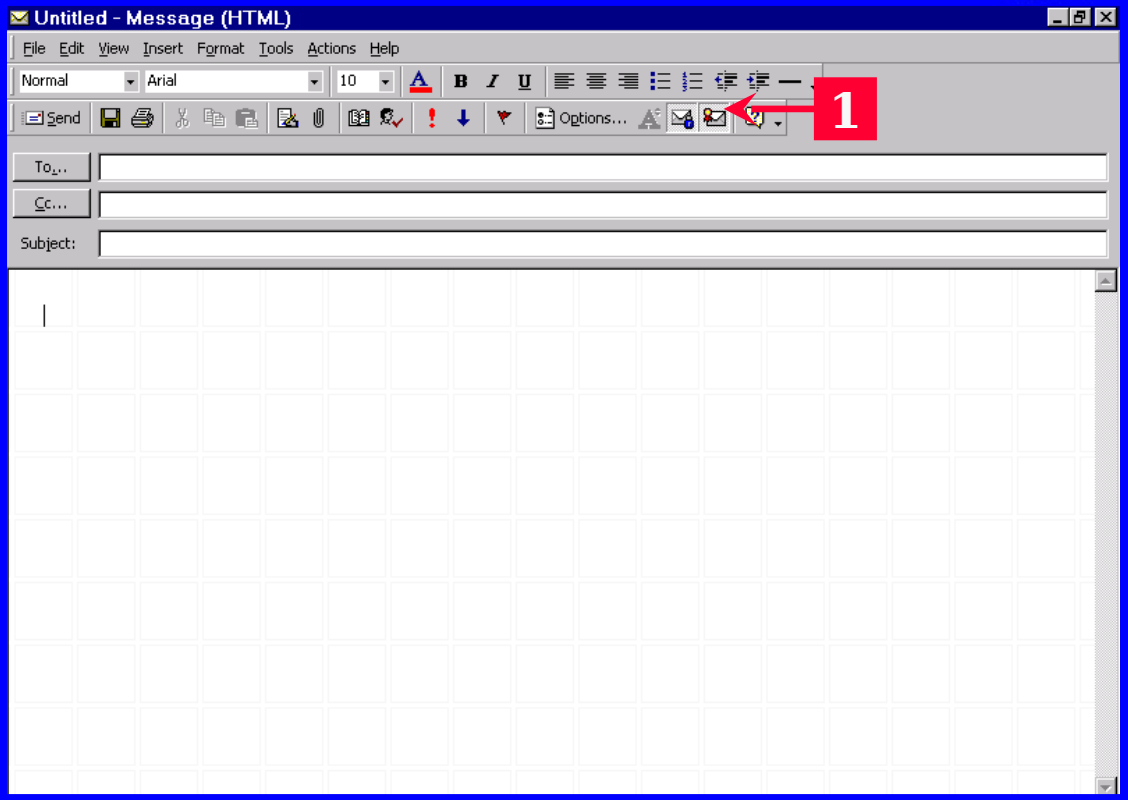
Configure Outlook Toolbar

- Scroll down in the right column
- Select *Digitally Sign Message*
- Click and Drag the icon into the Outlook Toolbar



Configure Outlook Toolbar

- To send a message Encrypted or Digitally Signed
- Select one or both icons



Outlook is configured to utilize DoD PKI Certificates.

Outlook 2000 Certificate Utilization

Lesson 4

Create MS Outlook Contacts and Add PKI Certificates to Contacts

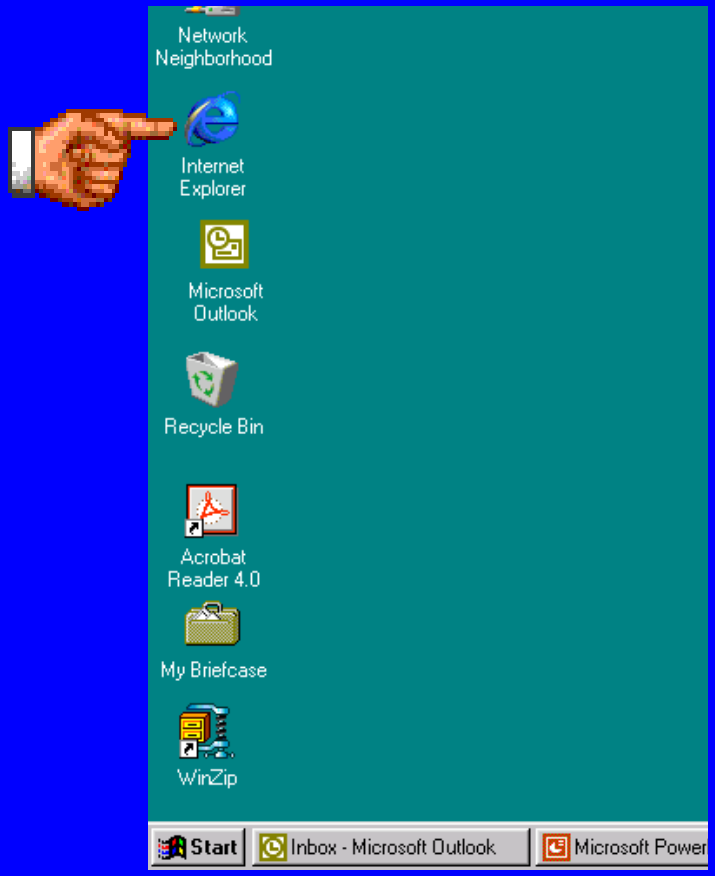
Create Contacts and Add PKI Certificates to Contacts

Methods to Create MS Outlook Contacts and Import DoD Certificates

- Download and Import Certificate into Contacts
  - Download Certificate from Chambersburg
  - Import Certificate into Contacts
- Receive a Signed E-Mail

Create Contacts & Add PKI Certs (cont)

Download Certificate

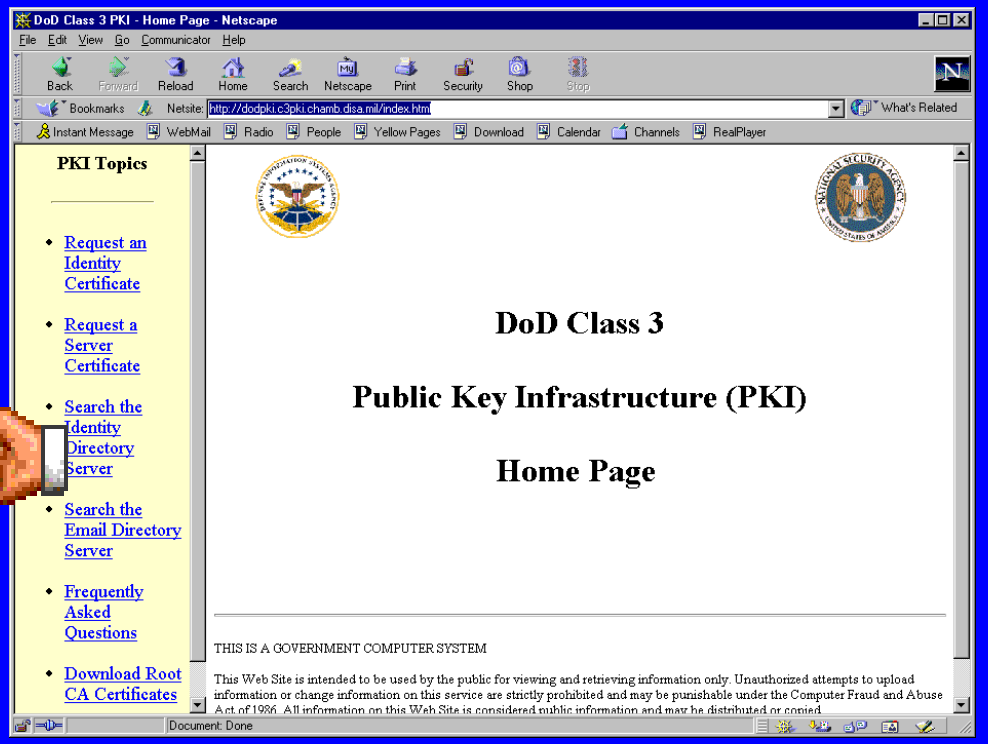


- Double click on MS Internet Explorer

Create Contacts & Add PKI Certs (cont)

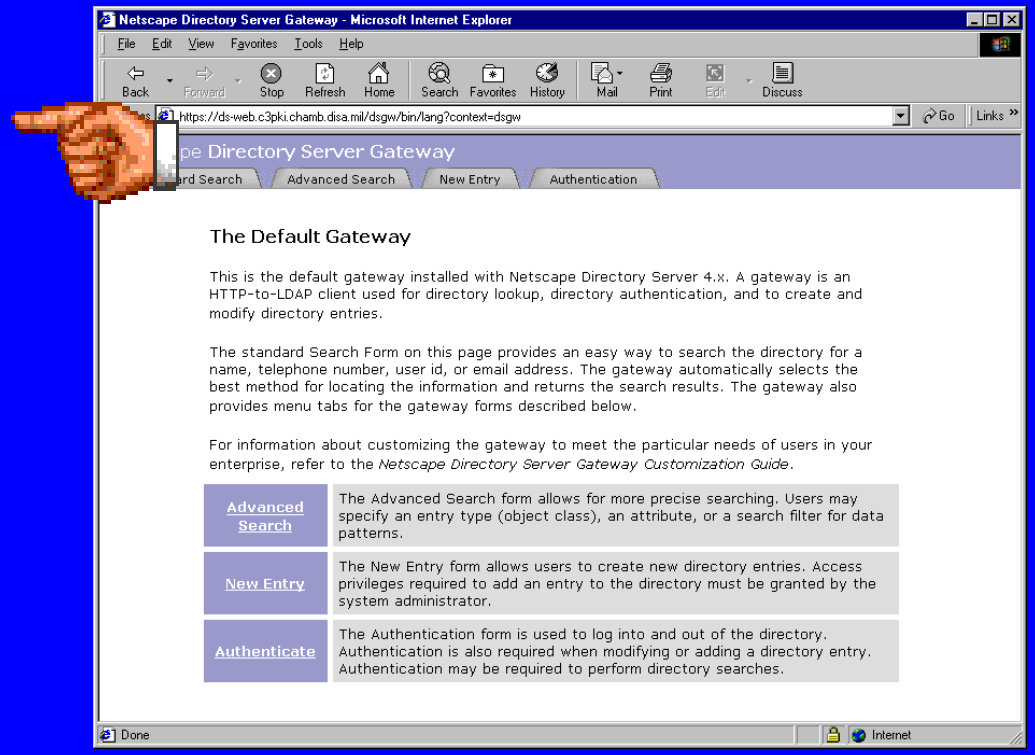
Download Certificate

- Click ***Search the Identity Directory Server***



Create Contacts & Add PKI Certs (cont)

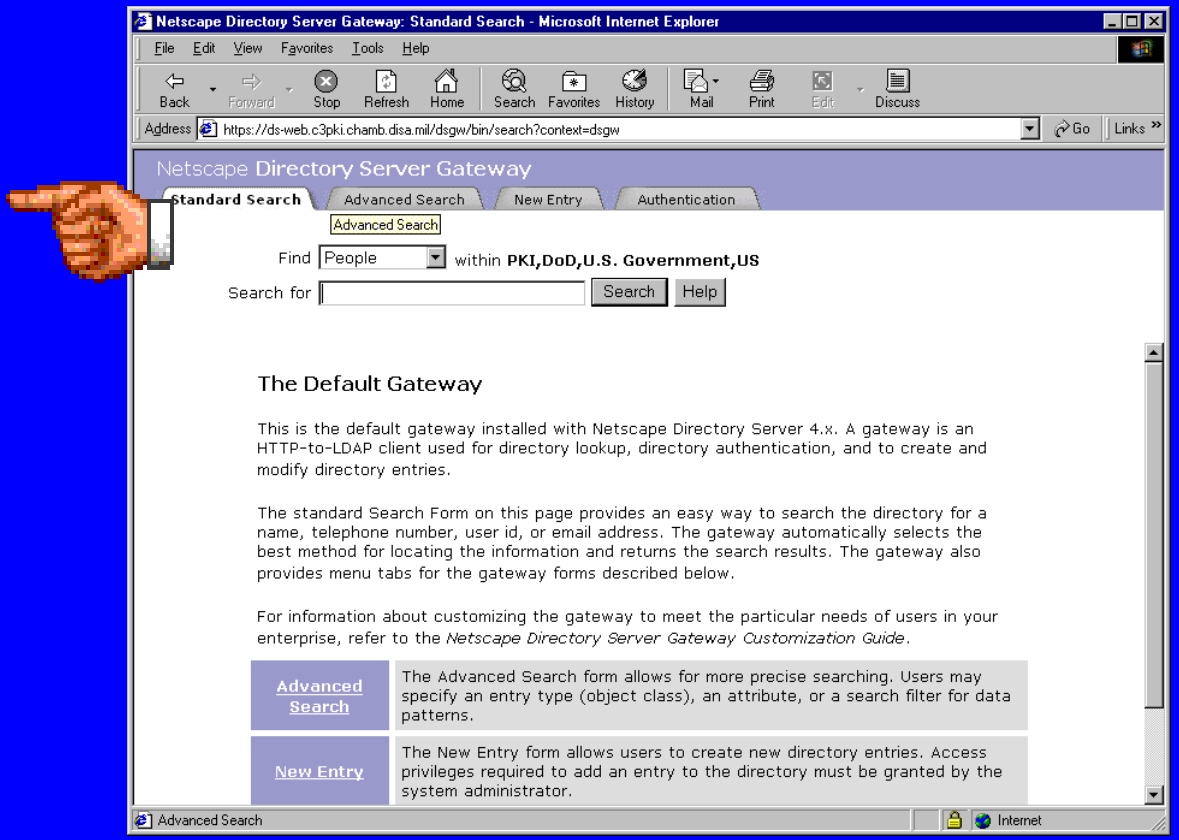
Download Certificate



- Enter **http://ds-web.c3pki.chamb.disa.mil/id** in IE “Address” field

Create Contacts & Add PKI Certs (cont)

Download Certificate

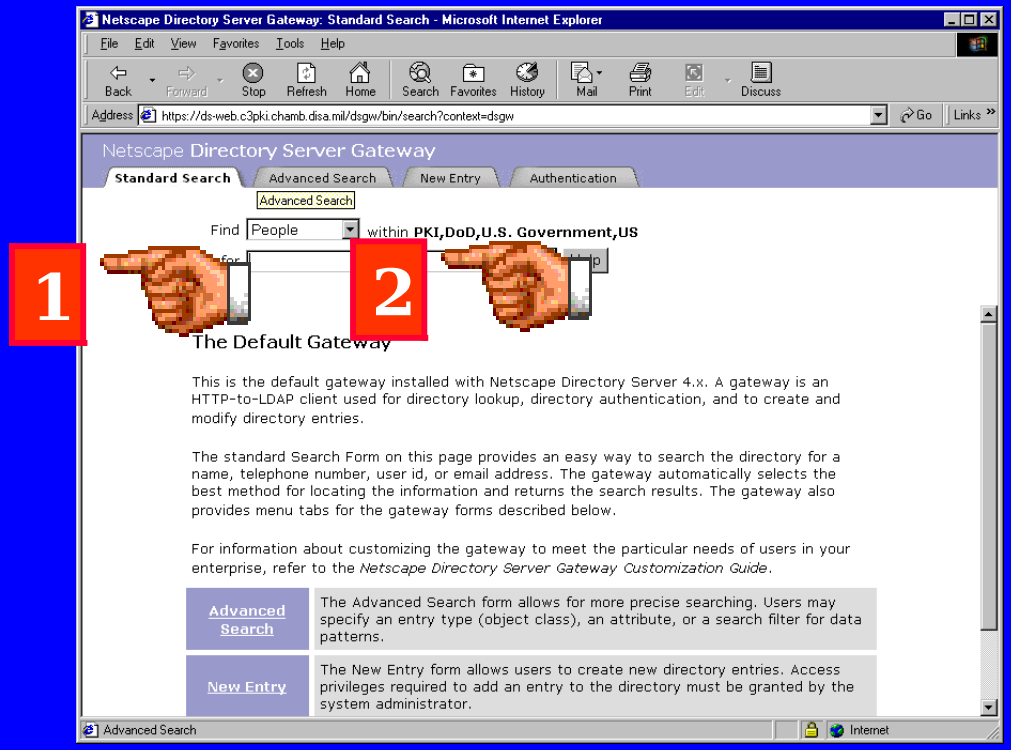


- Click ***Standard Search***

Create Contacts & Add PKI Certs (cont)

Download Certificate

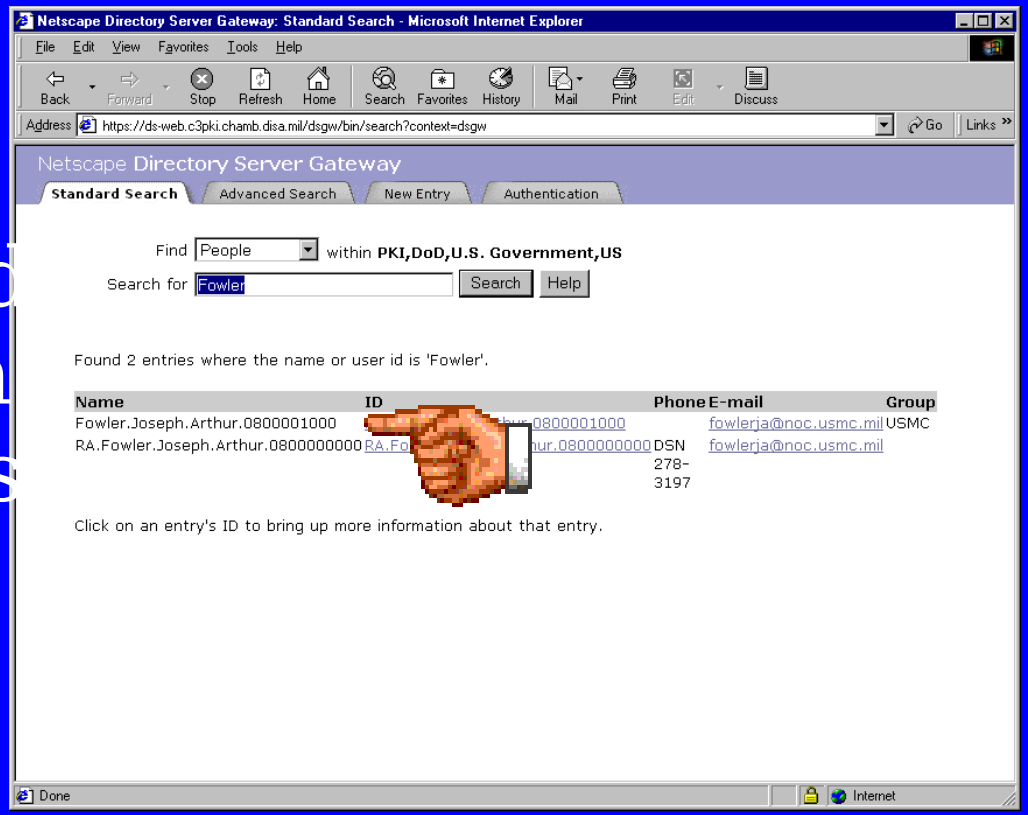
- Enter Last Name ONLY in “Search For” field
- Click on ***Search*** button



Create Contacts & Add PKI Certs (cont)

Download Certificate

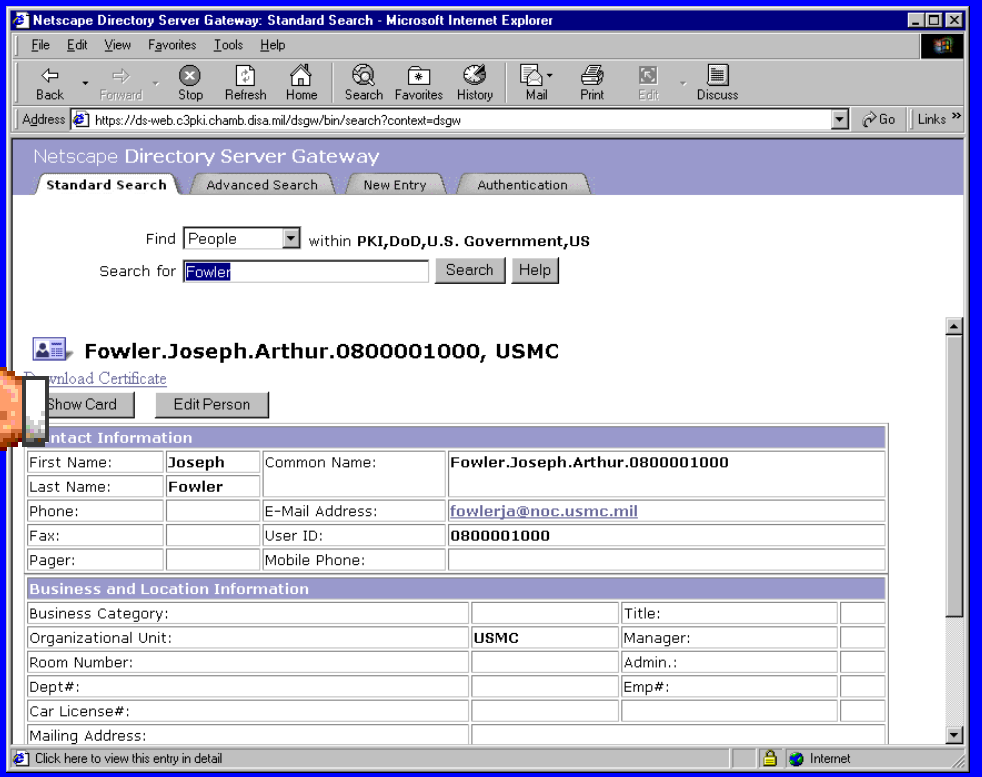
- Select desired name ID from search results



Create Contacts & Add PKI Certs (cont)

Download Certificate

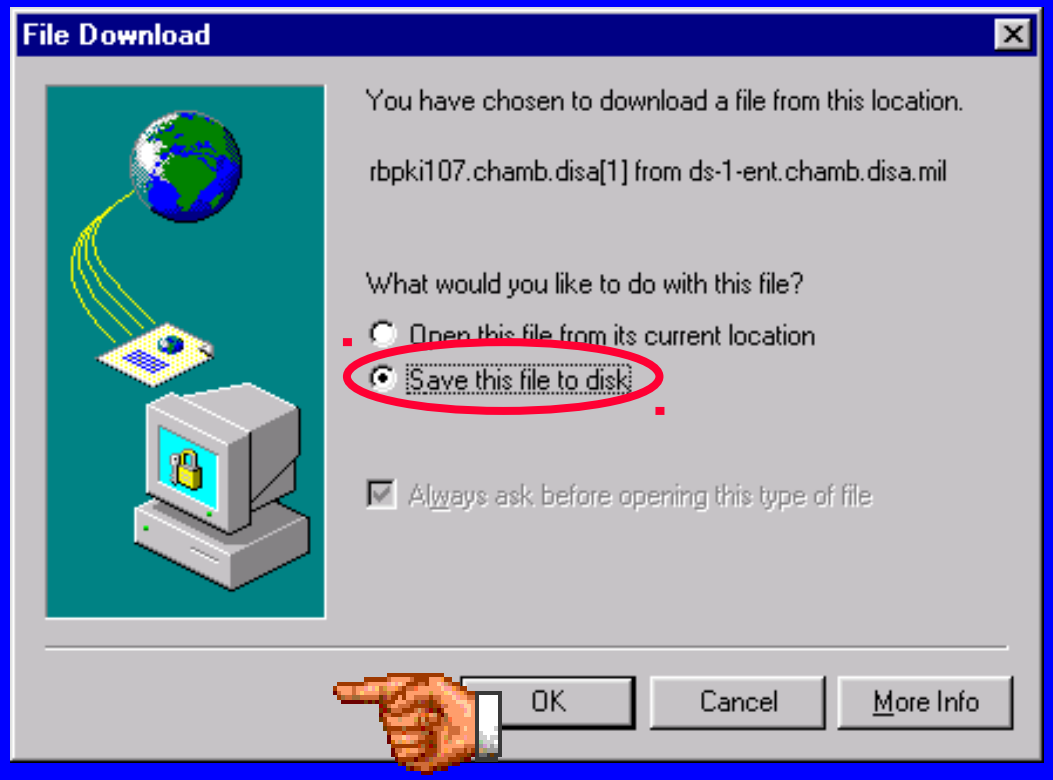
- Click ***Download Certificate***



Create Contacts & Add PKI Certs (cont)

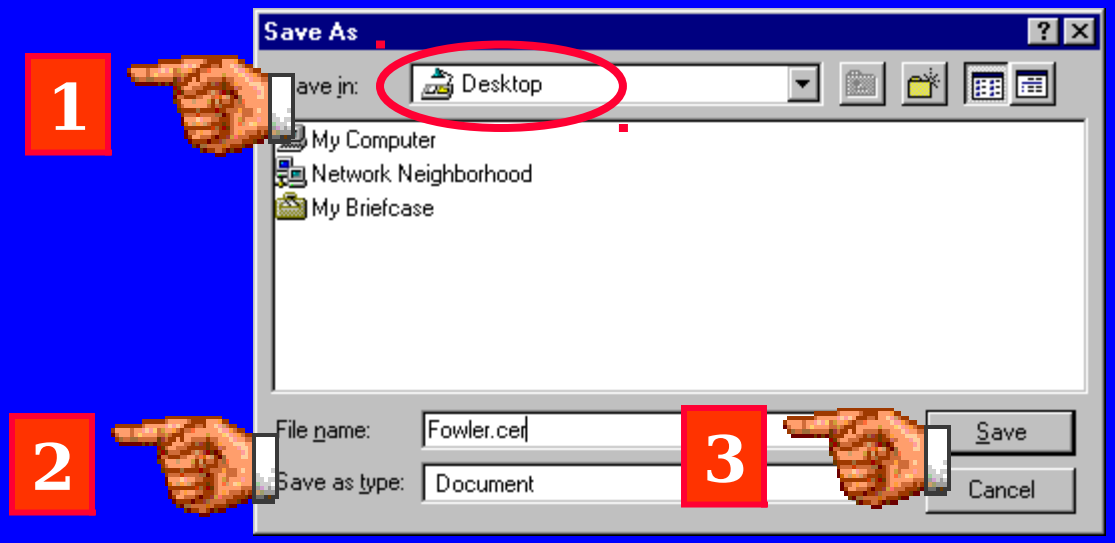
Download Certificate

- Ensure "Save this file to disk" radio button is selected
- Click ***OK***



Create Contacts & Add PKI Certs (cont)

Download Certificate

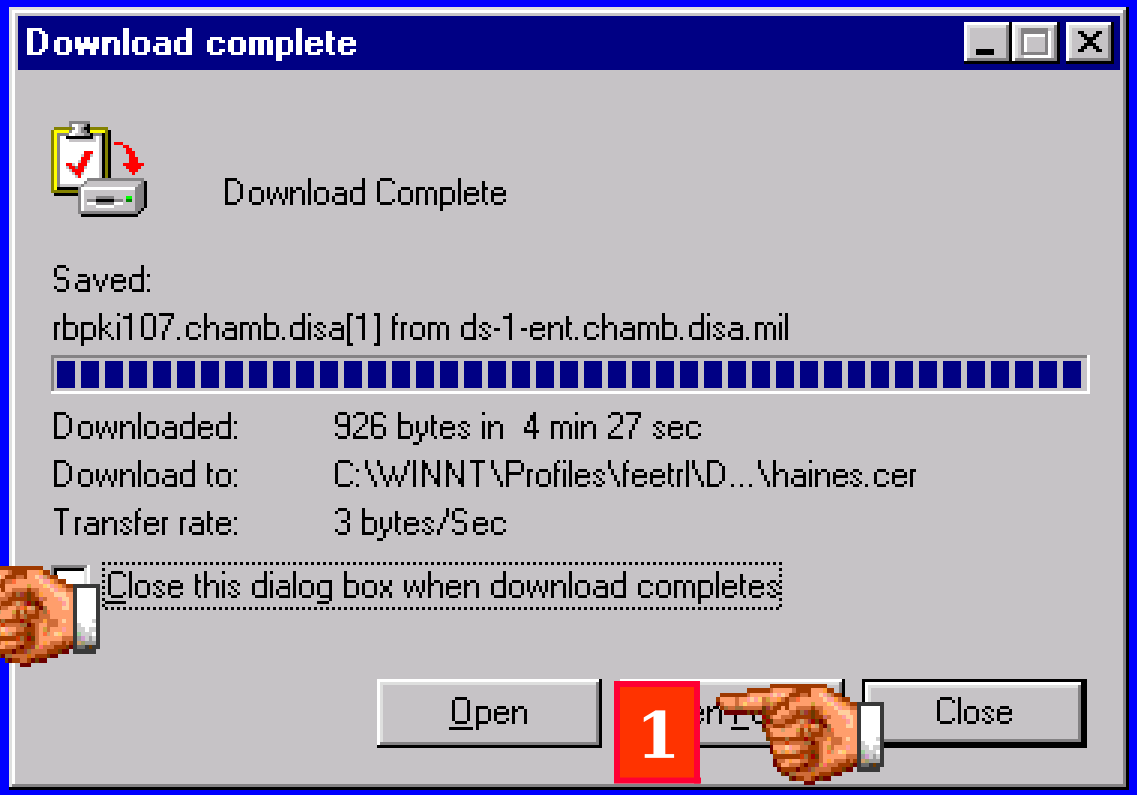


- Ensure Desktop is in “Save in:” field
- Enter **desired name.cer** in “File name:” field
- Click ***Save***

Create Contacts & Add PKI Certs (cont)

Download Certificate

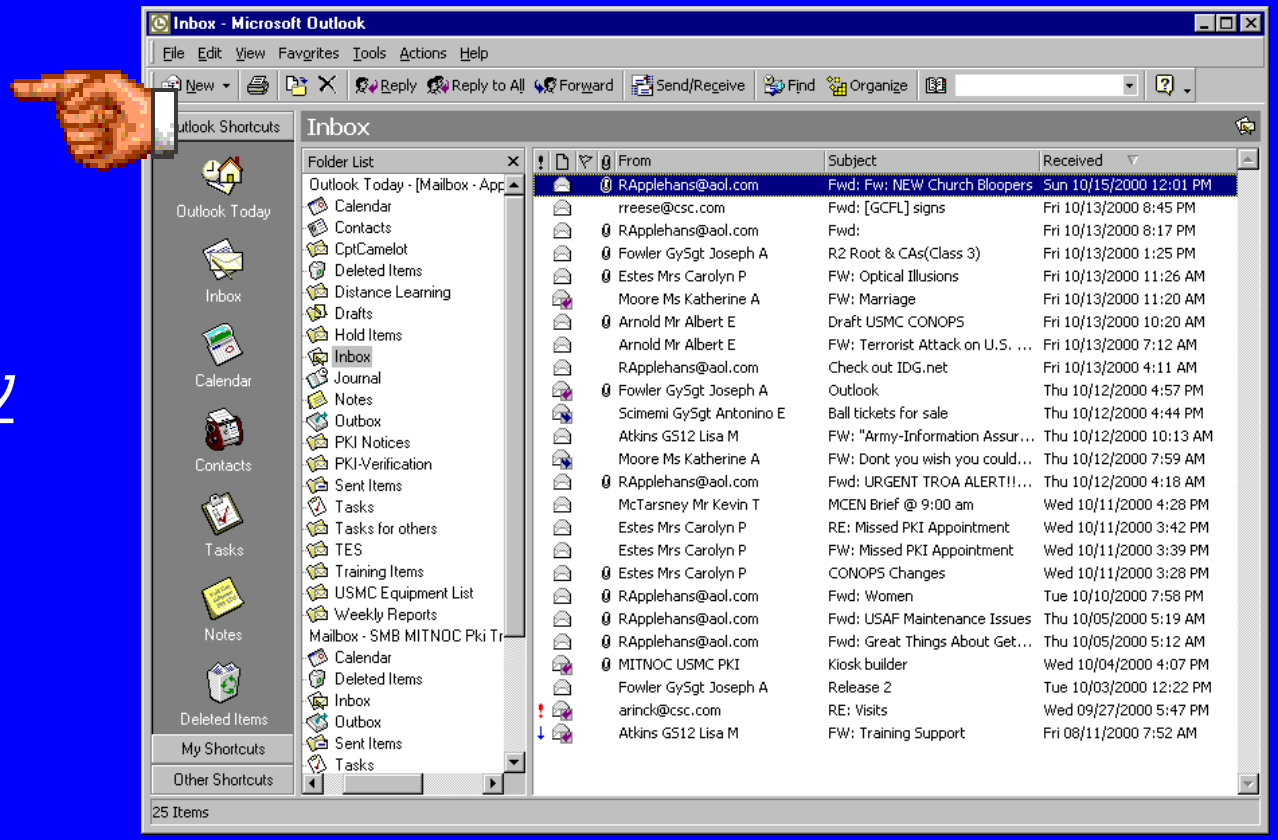
- Click ***Close*** **to** close Netscape browser
- (May NOT be visible if box previously checked)



Create Contacts & Add PKI Certs (cont)

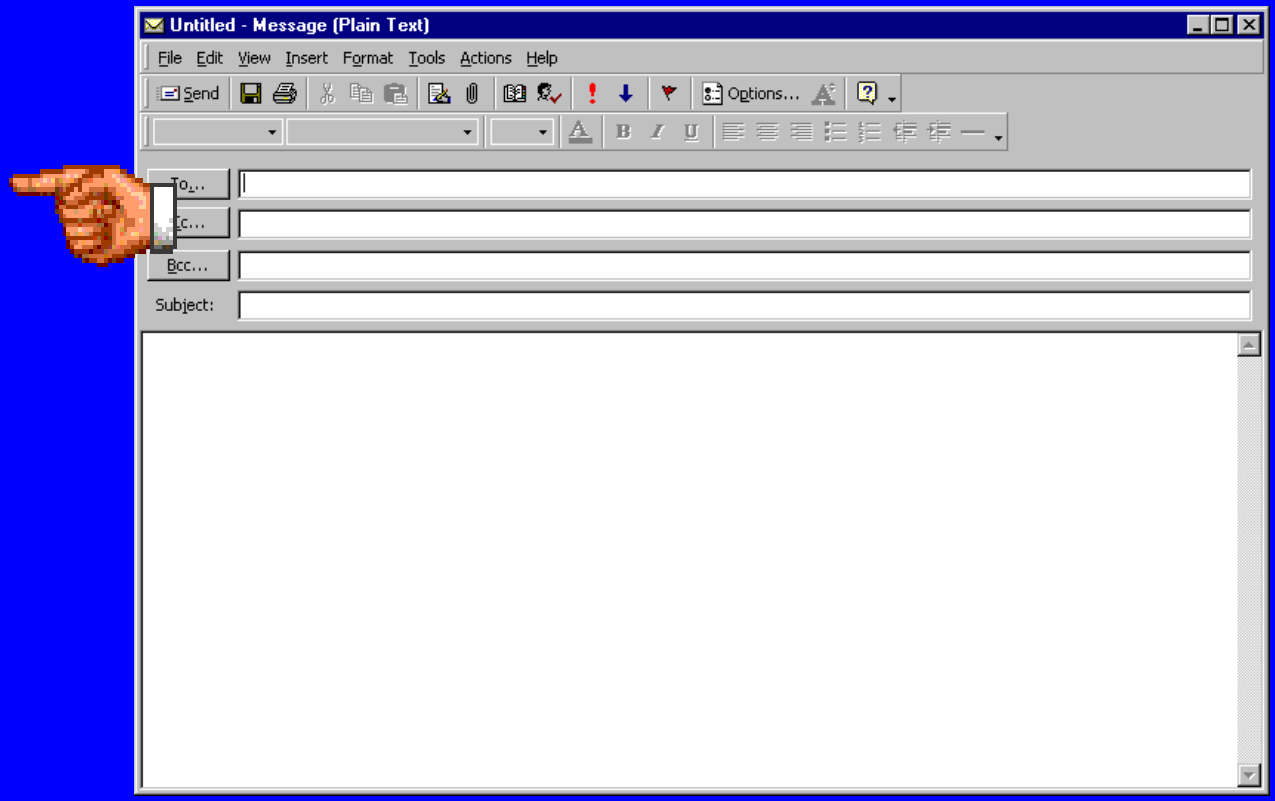
Download Certificate

- Open MS Outlook
- Click ***New*** button in Outlook Inbox



Create Contacts & Add PKI Certs (cont)

Download Certificate

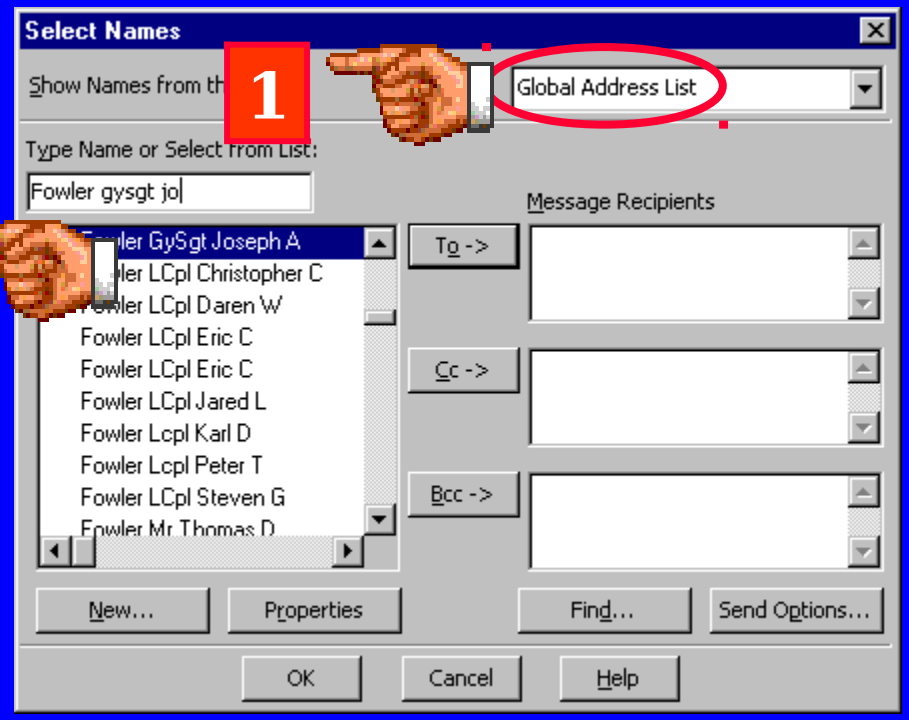


- Click ***To...*** to open Select Names window

Create Contacts & Add PKI Certs (cont)

Download Certificate

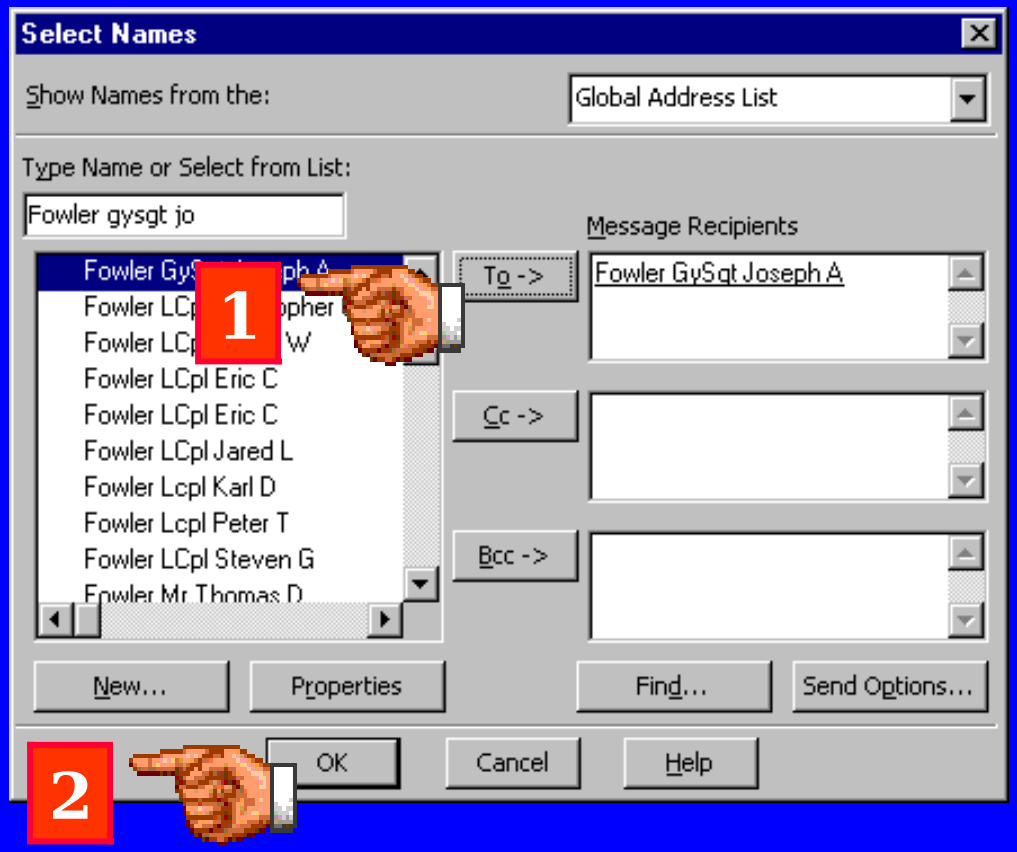
- Ensure “Global Address List” is selected in “Show Names from the:” field
- Select desired name



Create Contacts & Add PKI Certs (cont)

Download Certificate

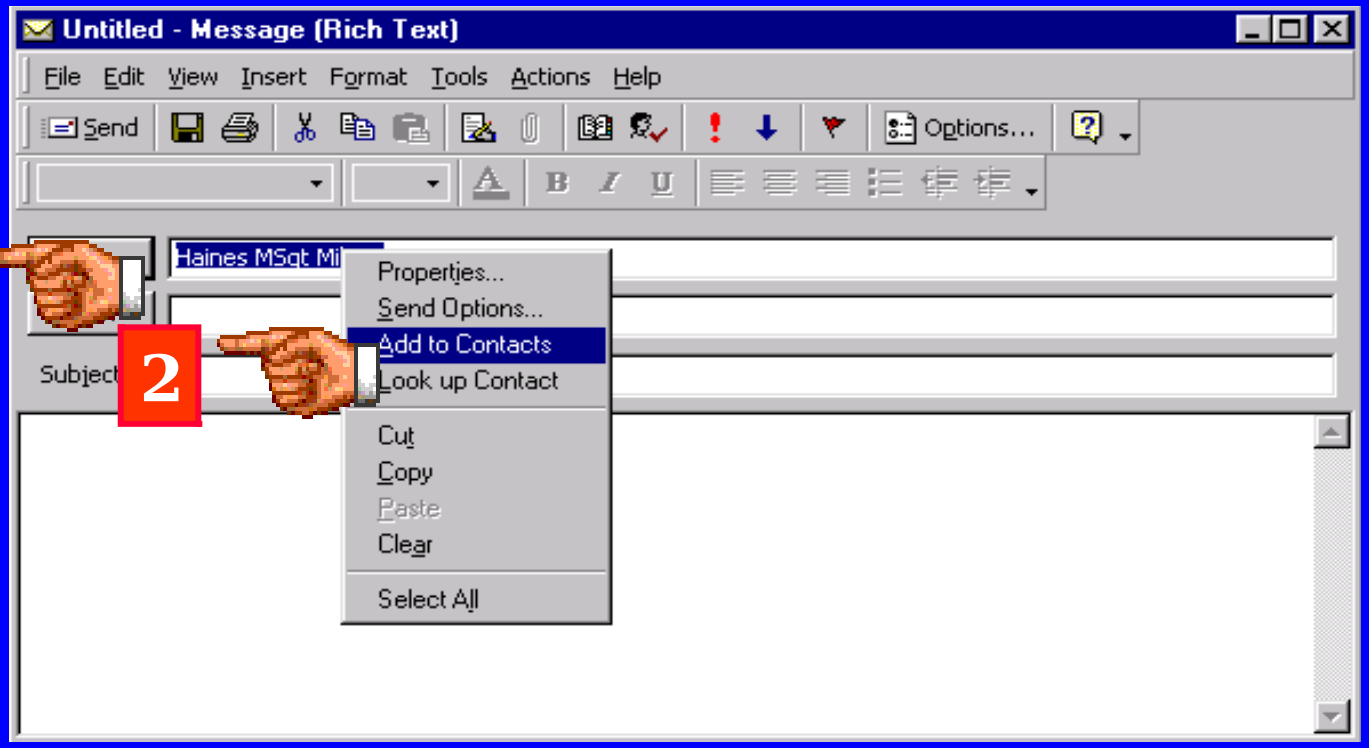
- Click ***To***
- Click ***OK***



Create Contacts & Add PKI Certs (cont)

Download Certificate

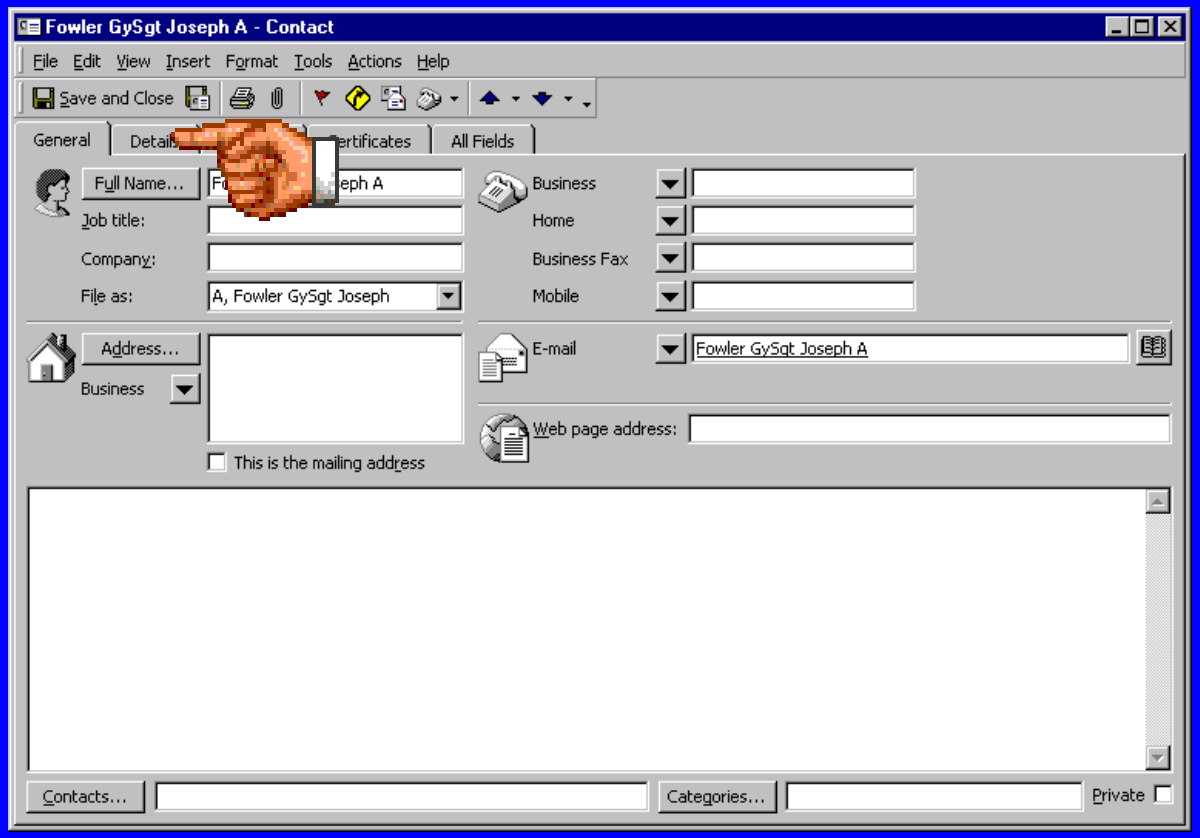
- *RIGHT* click individual's name in "To" field
- Select ***Add to Contacts***



Create Contacts & Add PKI Certs (cont)

Download Certificate

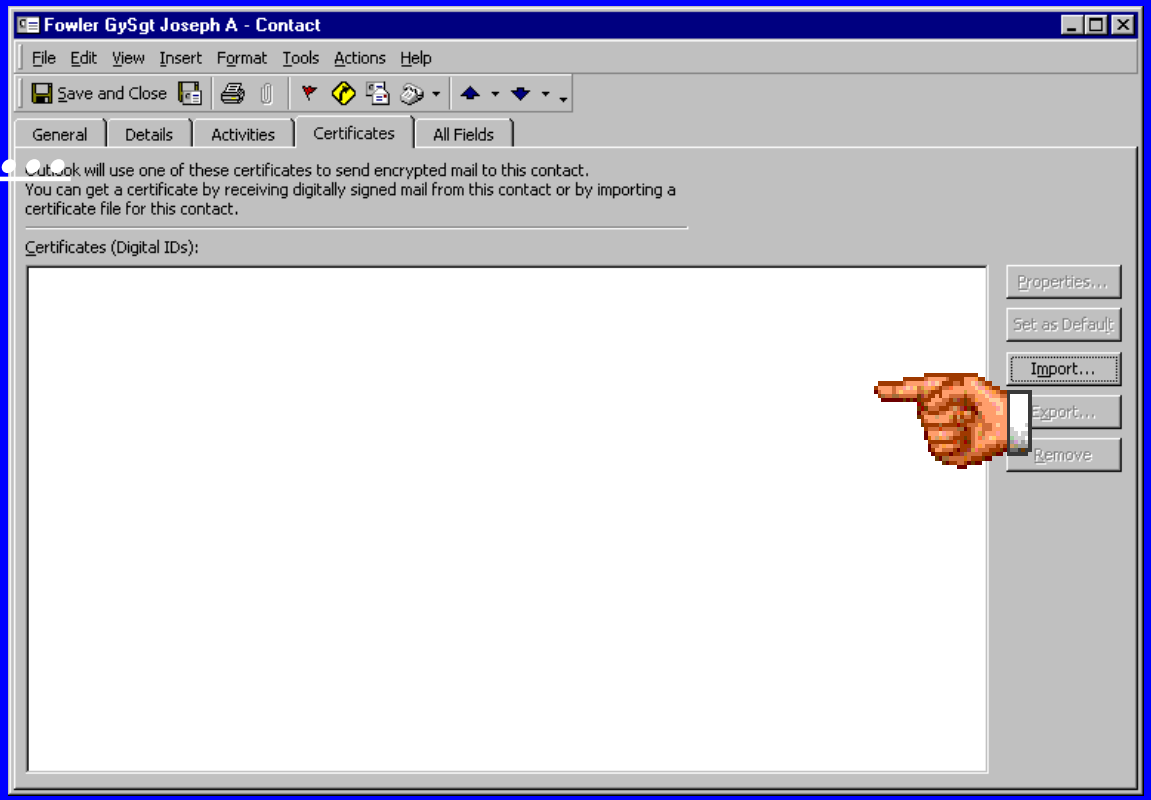
- Add or Change information as desired
- Select ***Certificates*** tab



Create Contacts & Add PKI Certs (cont)

Download Certificate

- Click ***Import…***



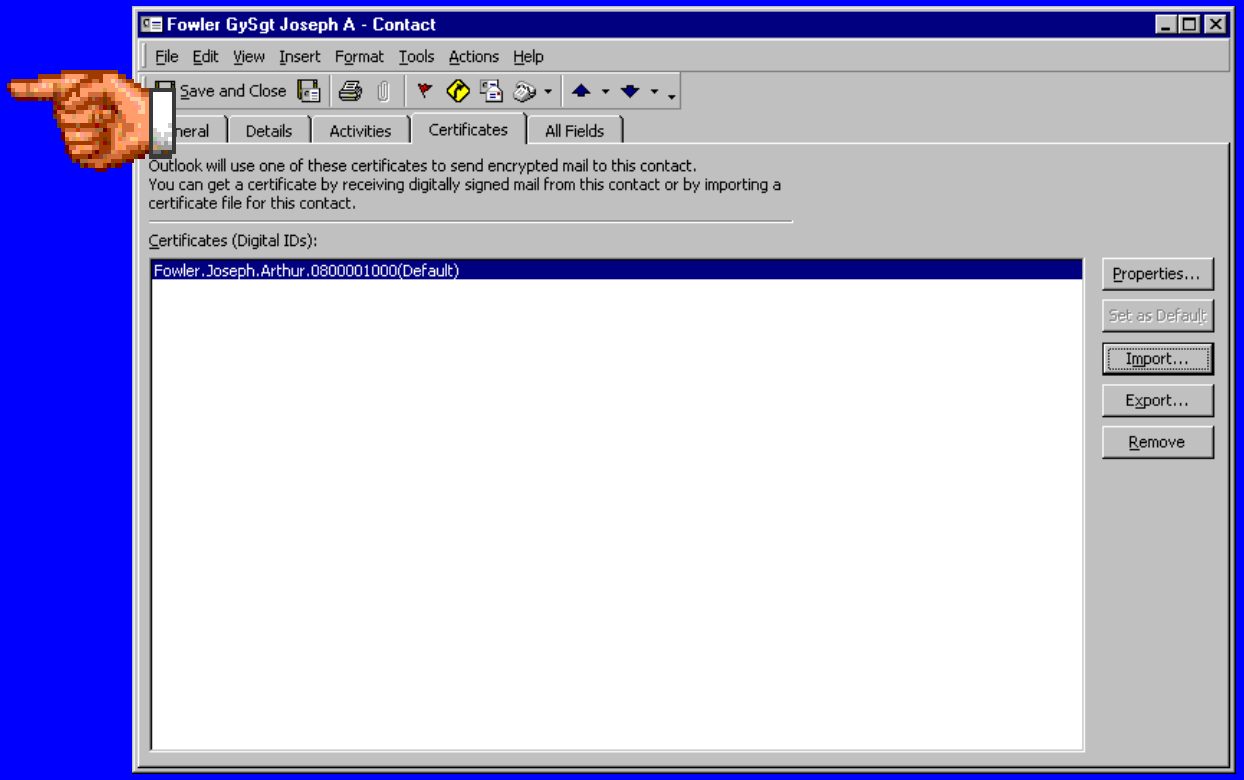
Create Contacts & Add PKI Certs (cont)

Download Certificate

- Select desired certificate
- Click ***Open***

Create Contacts & Add PKI Certs (cont)

Download Certificate



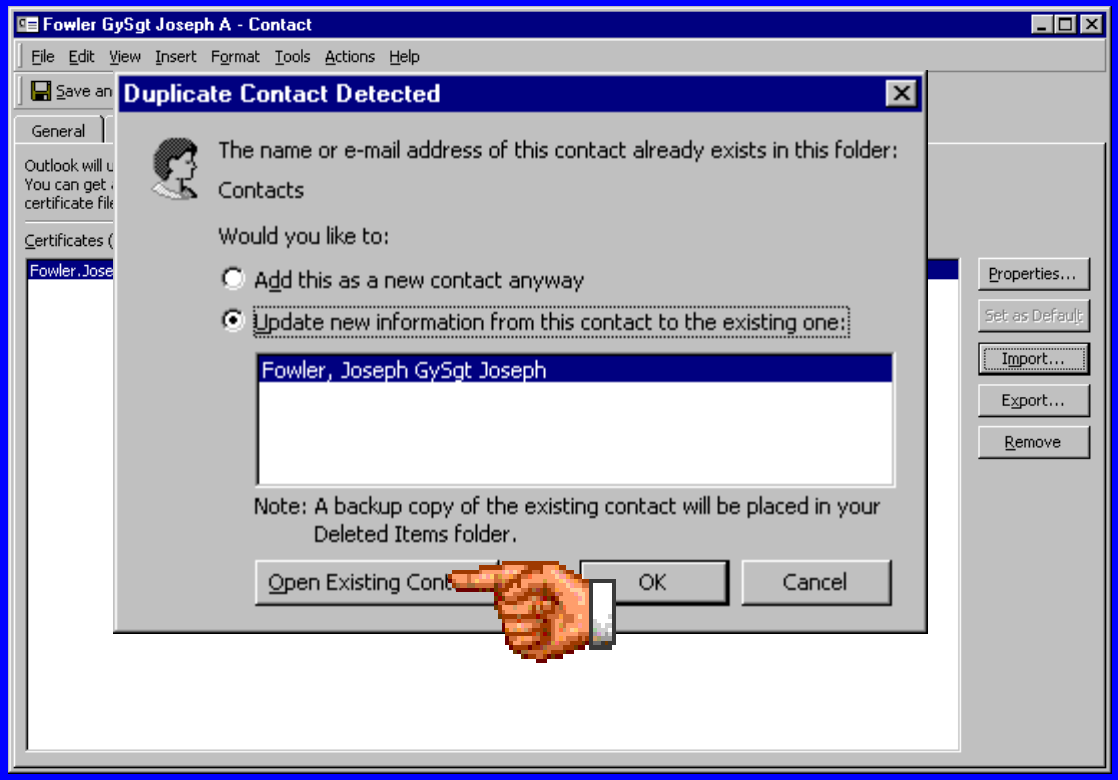
- Click ***Save and Close***

Certificate is now stored in MS Outlook Contacts

Create Contacts & Add PKI Certs (cont)

Download Certificate

- *IF* previously entered in Contacts
- Click ***OK***



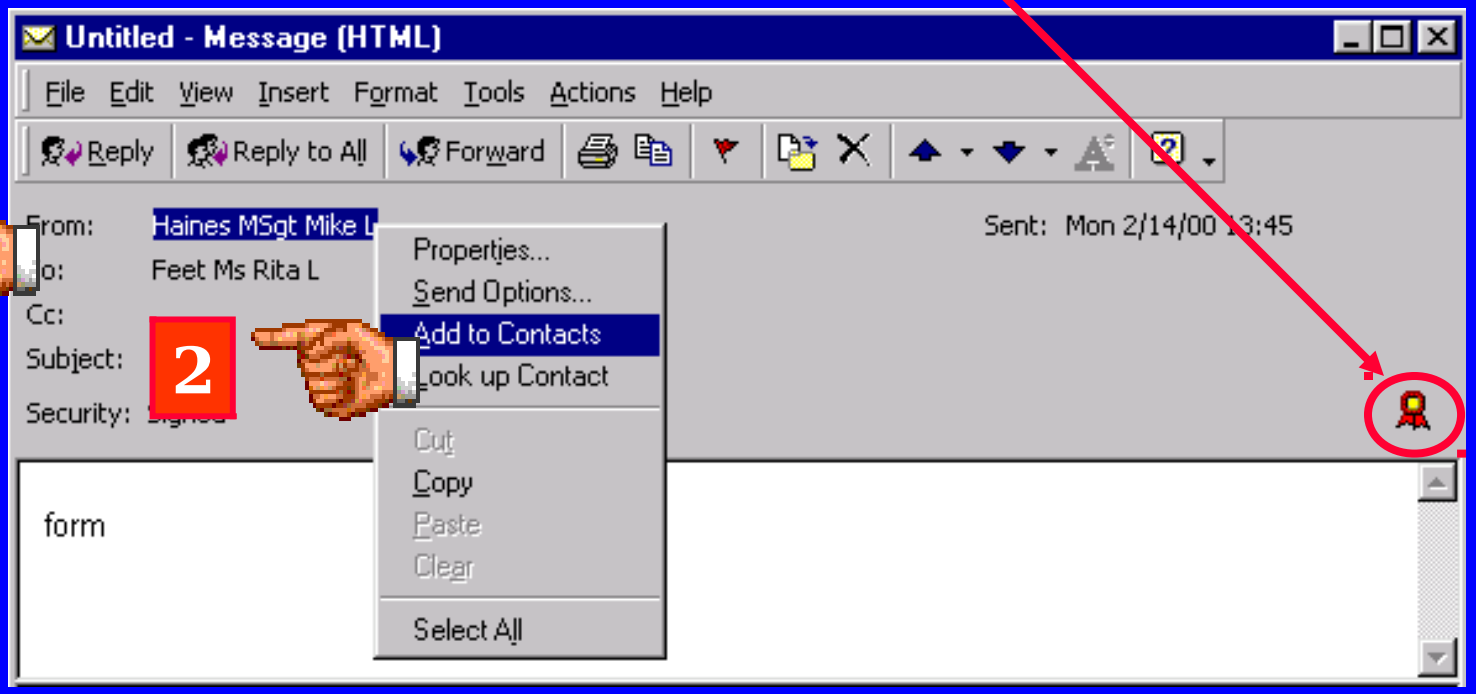
Create Contacts & Add PKI Certs (cont)

Download Certificate

- Select certificate on the Desktop
- Delete certificate

Create Contacts & Add PKI Certs (cont)

Received Signed E-Mail

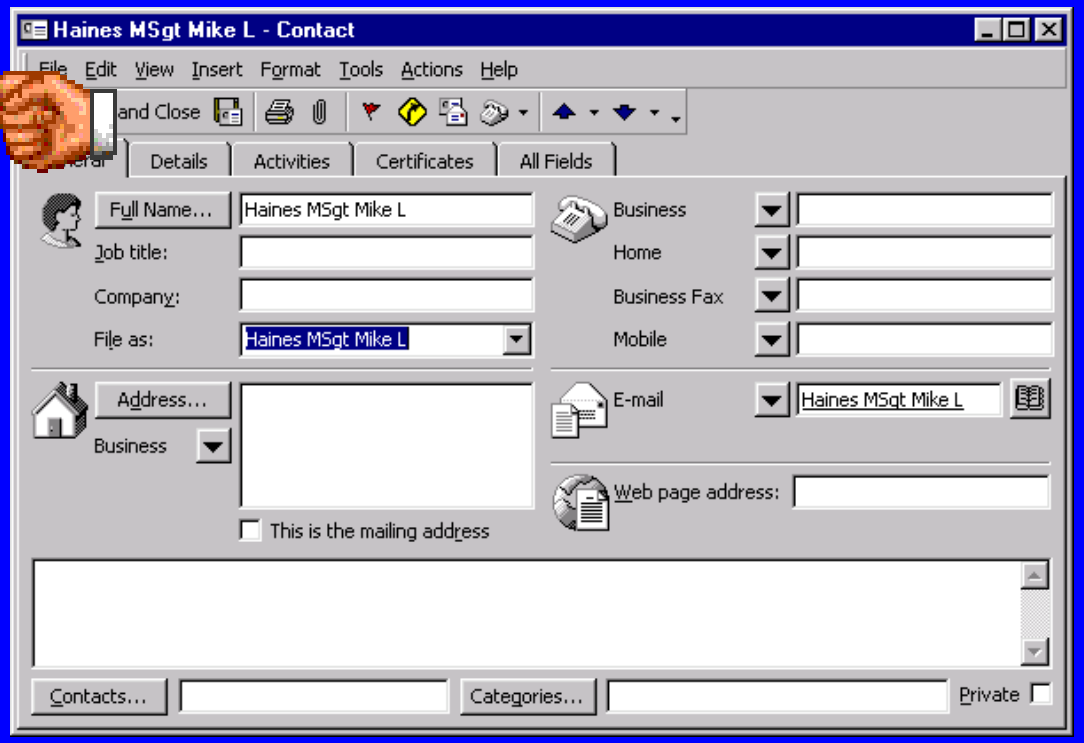


- Right click the individual's name in the "From" field
- Select ***Add to Contacts***

Create Contacts & Add PKI Certs (cont)

Received Signed E-Mail

- Add or Change information as desired
- Click ***Save and Close*** button



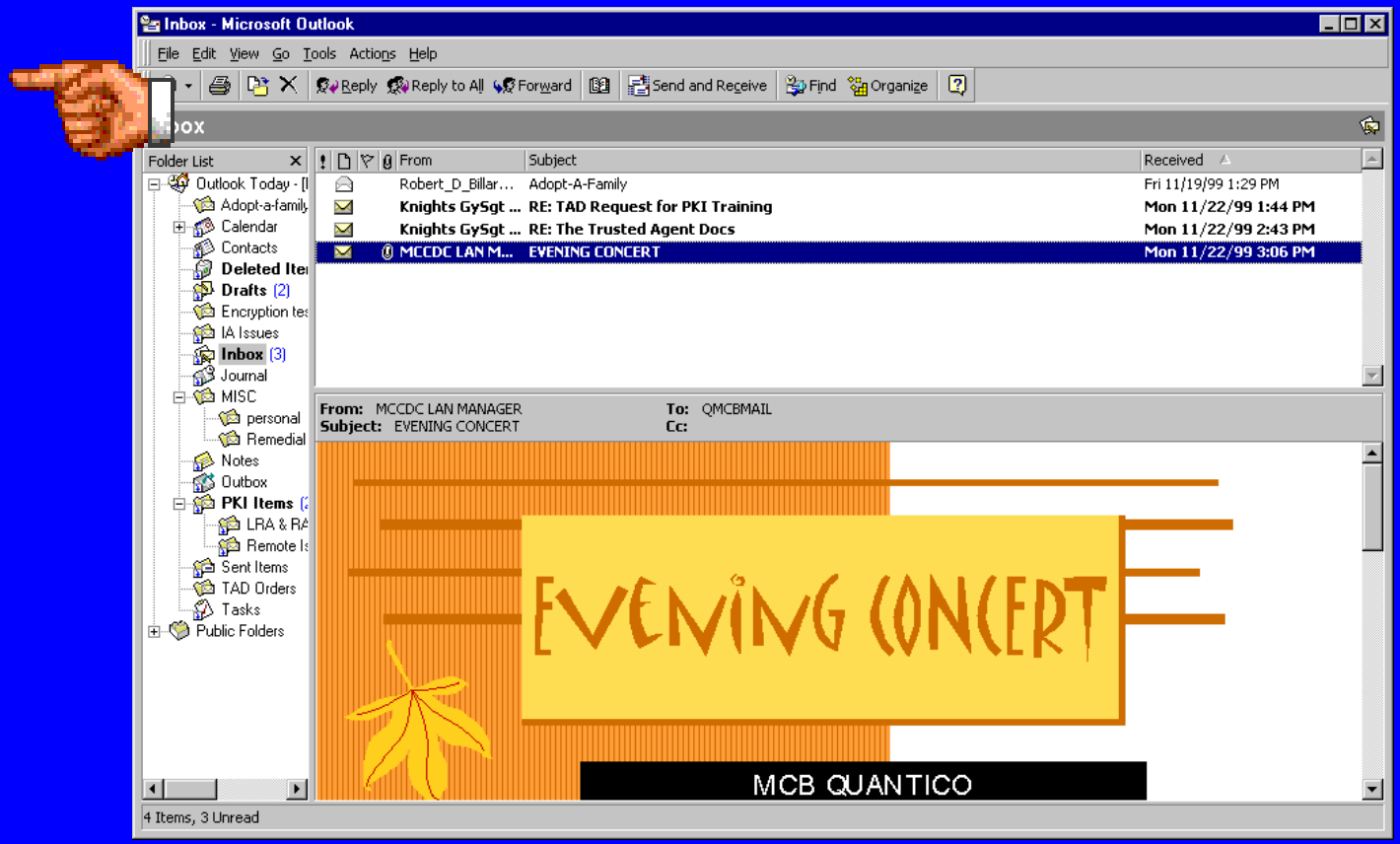
Certificate is automatically stored in Contacts

Outlook 2000 Certificate Utilization

Lesson 5

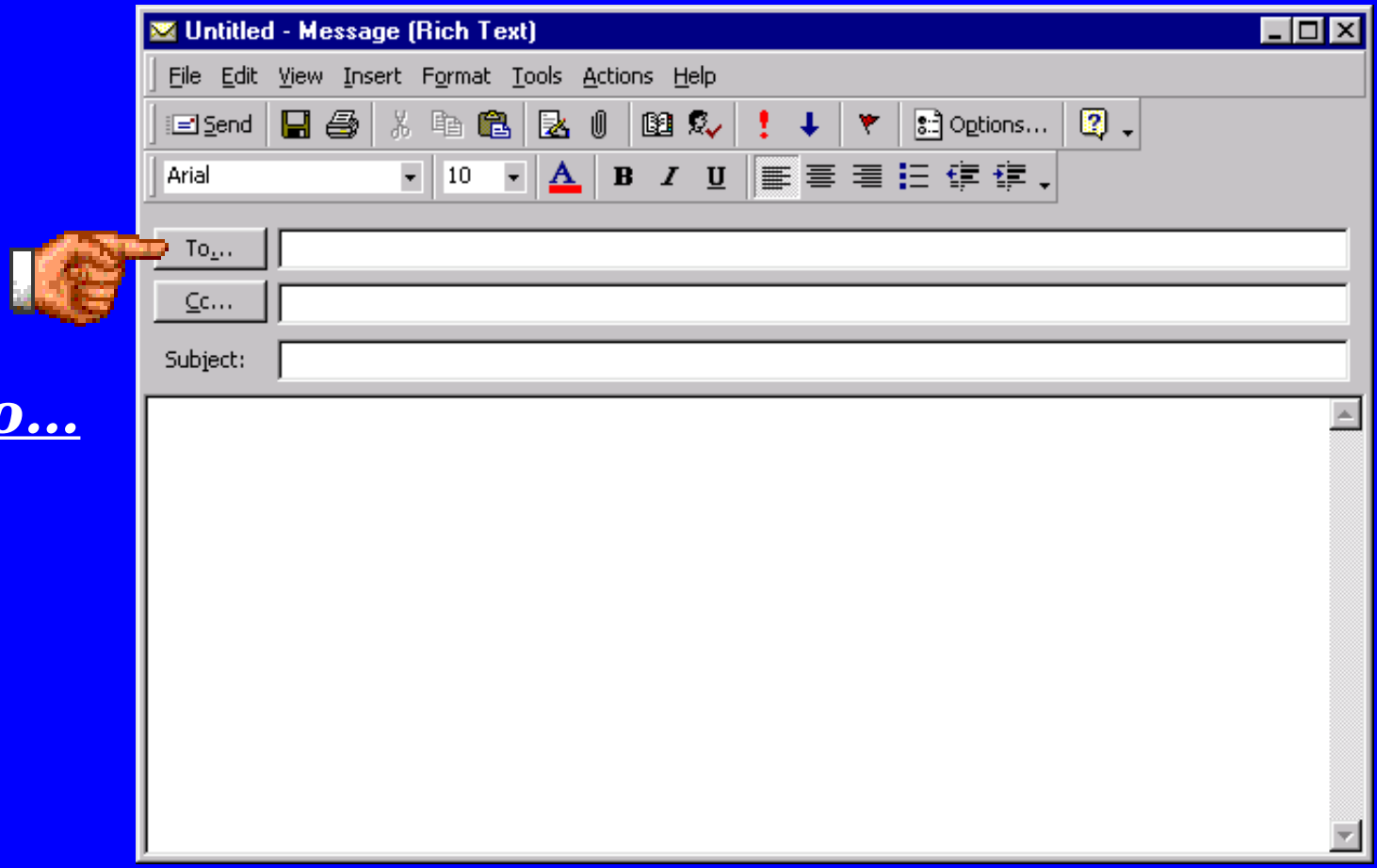
Send DoD PKI Signed and Encrypted Message in Outlook

Send DoD PKI Signed and Encrypted Message



- Click ***New Mail Message*** button in Outlook Inbox

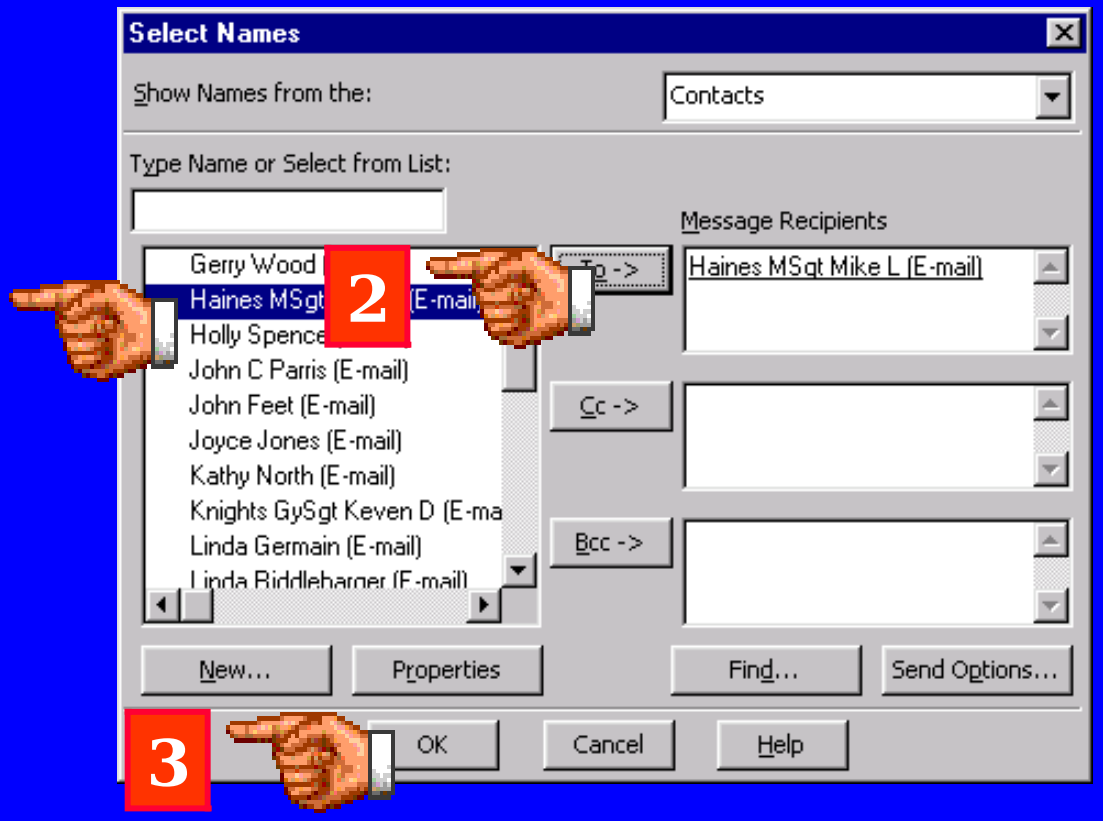
Send DoD PKI Signed and Encrypted Message (cont)



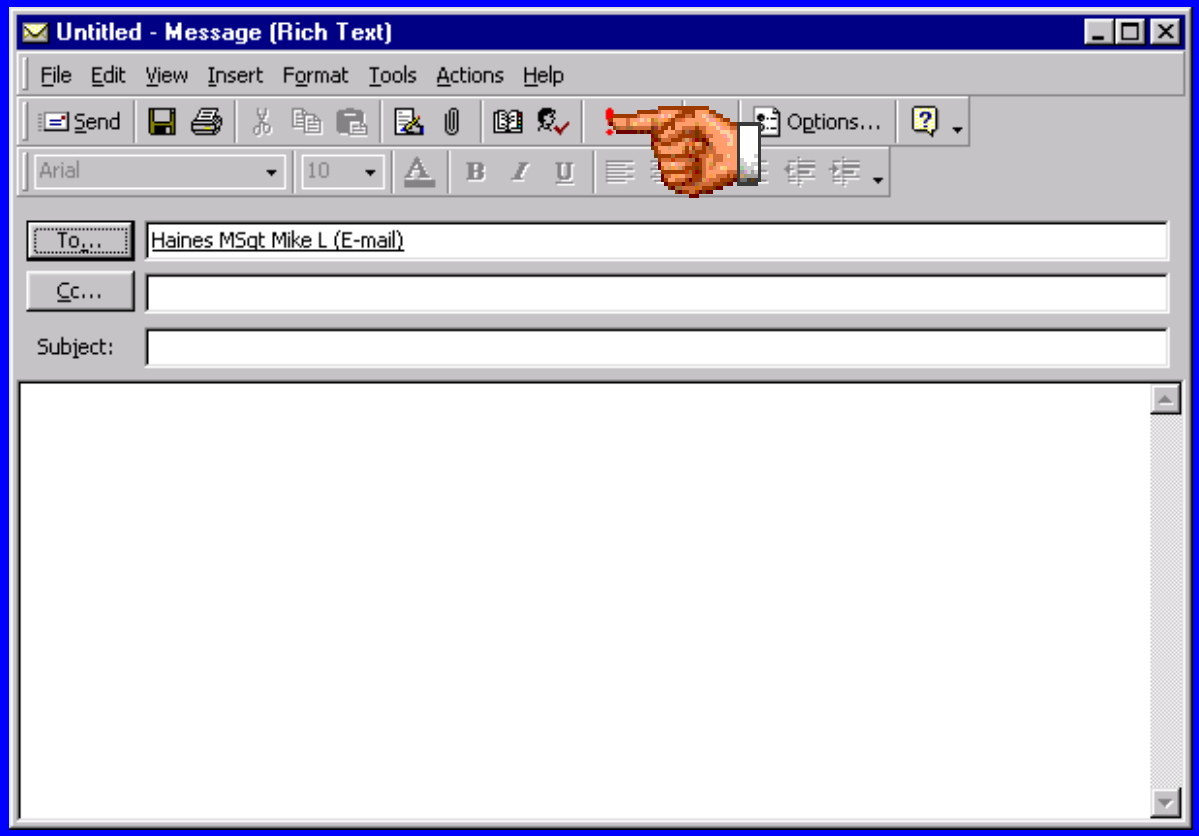
- Click ***To...***

Send DoD PKI Signed and Encrypted Message (cont)

- Select the desired individu
- Click ***To***
- Click ***OK***



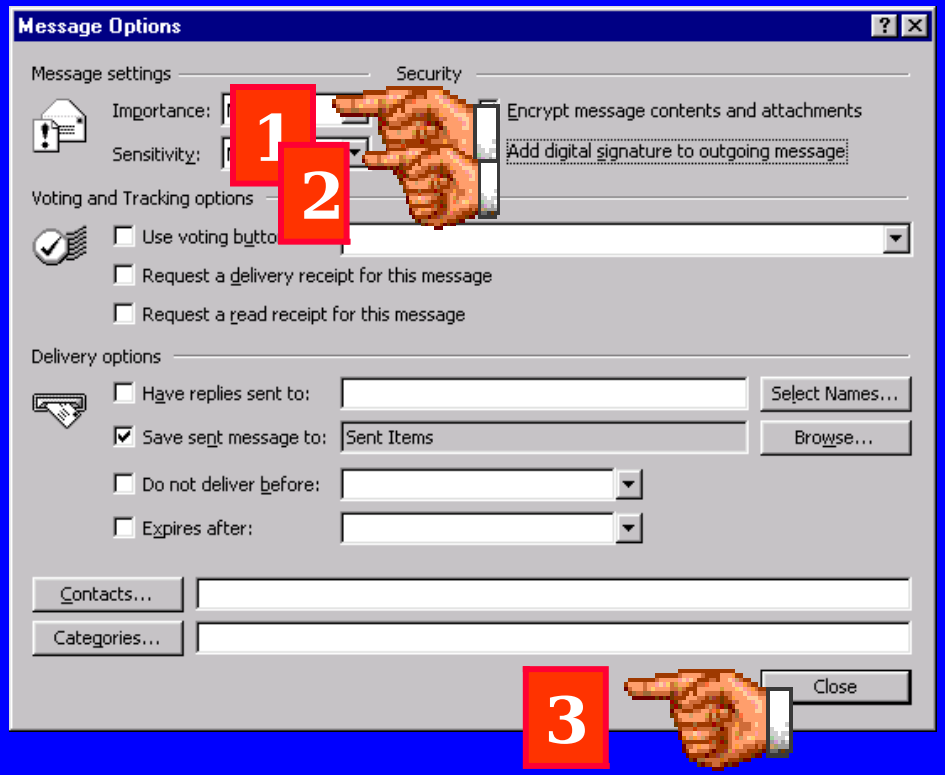
Send DoD PKI Signed and Encrypted Message (cont)



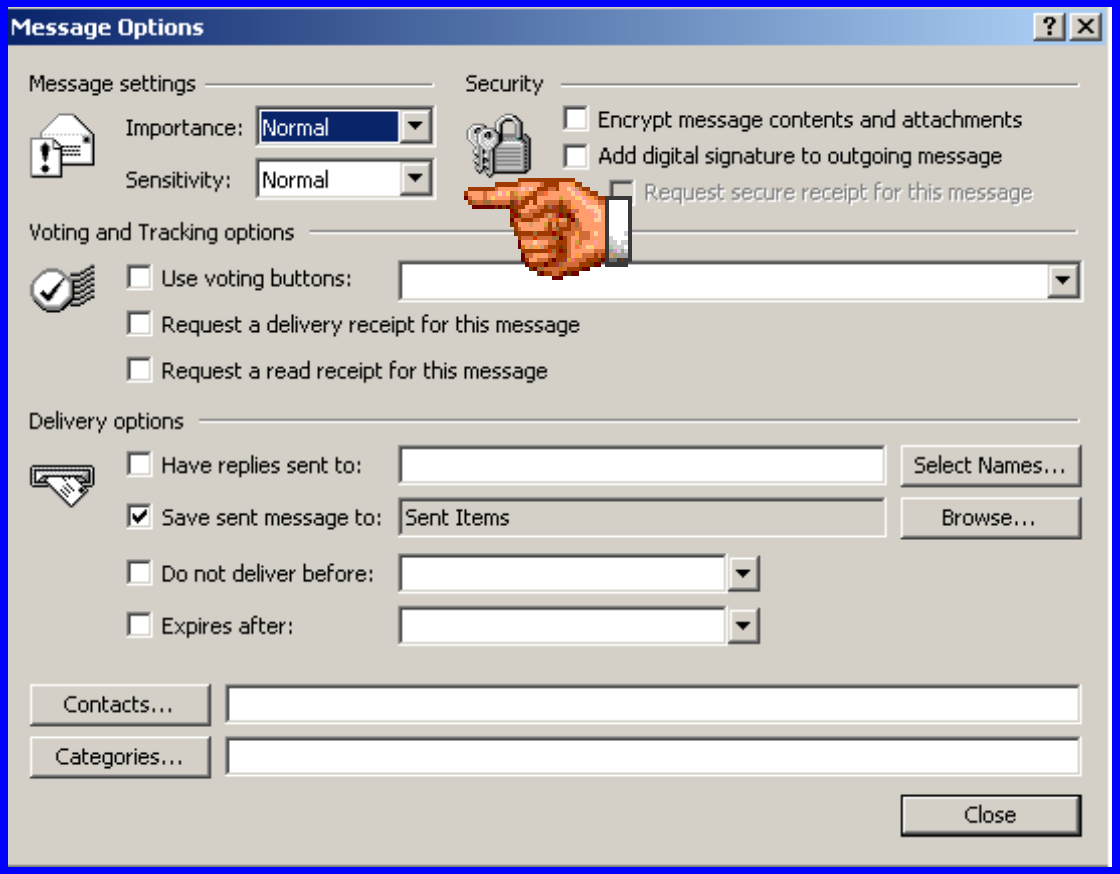
- Select ***Options***

Send DoD PKI Signed and Encrypted Message (cont)

- Check the appropriate blocks to sign and encrypt
  - ✓ Encrypt message contents and attachments
  - ✓ Add digital signature to outgoing message
- Click ***Close***

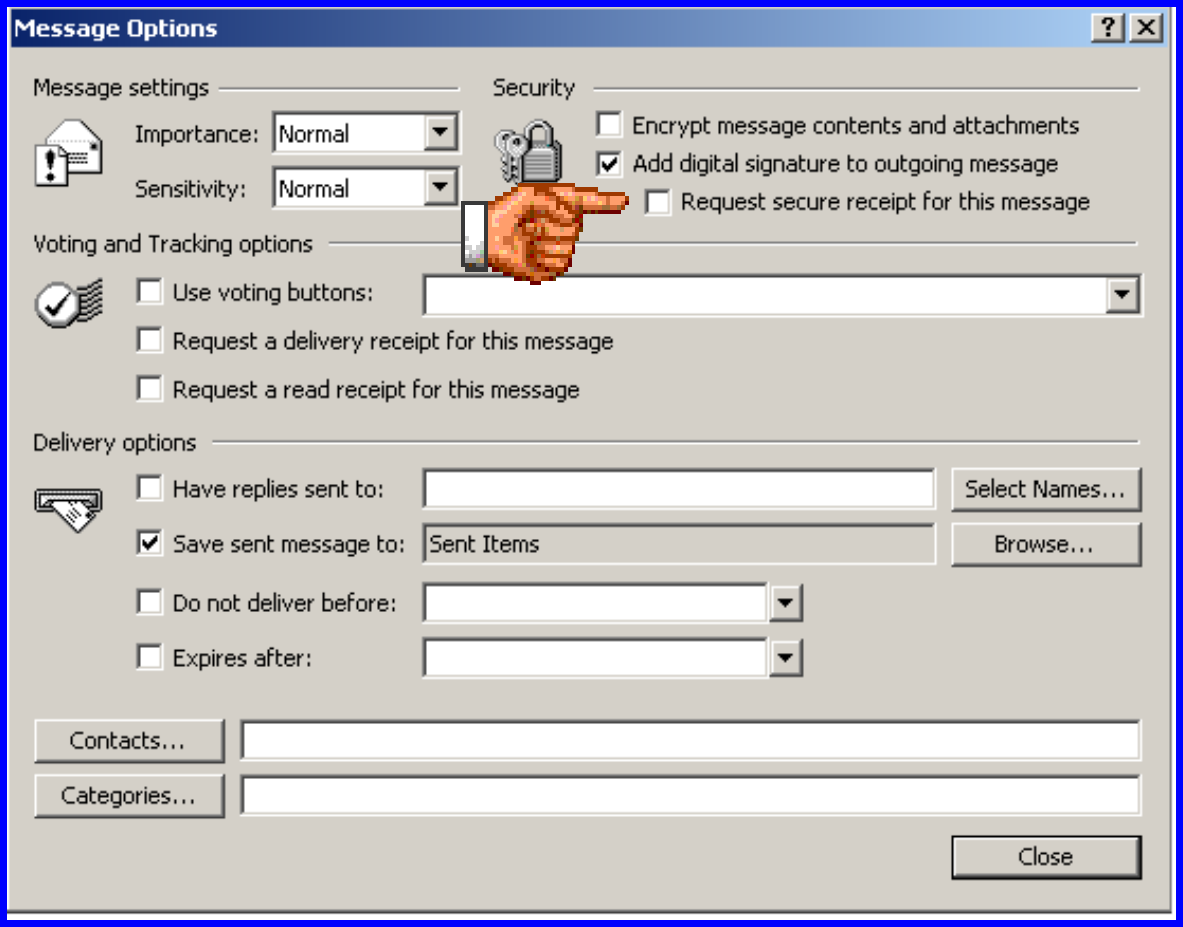


****MS 2000 Difference****



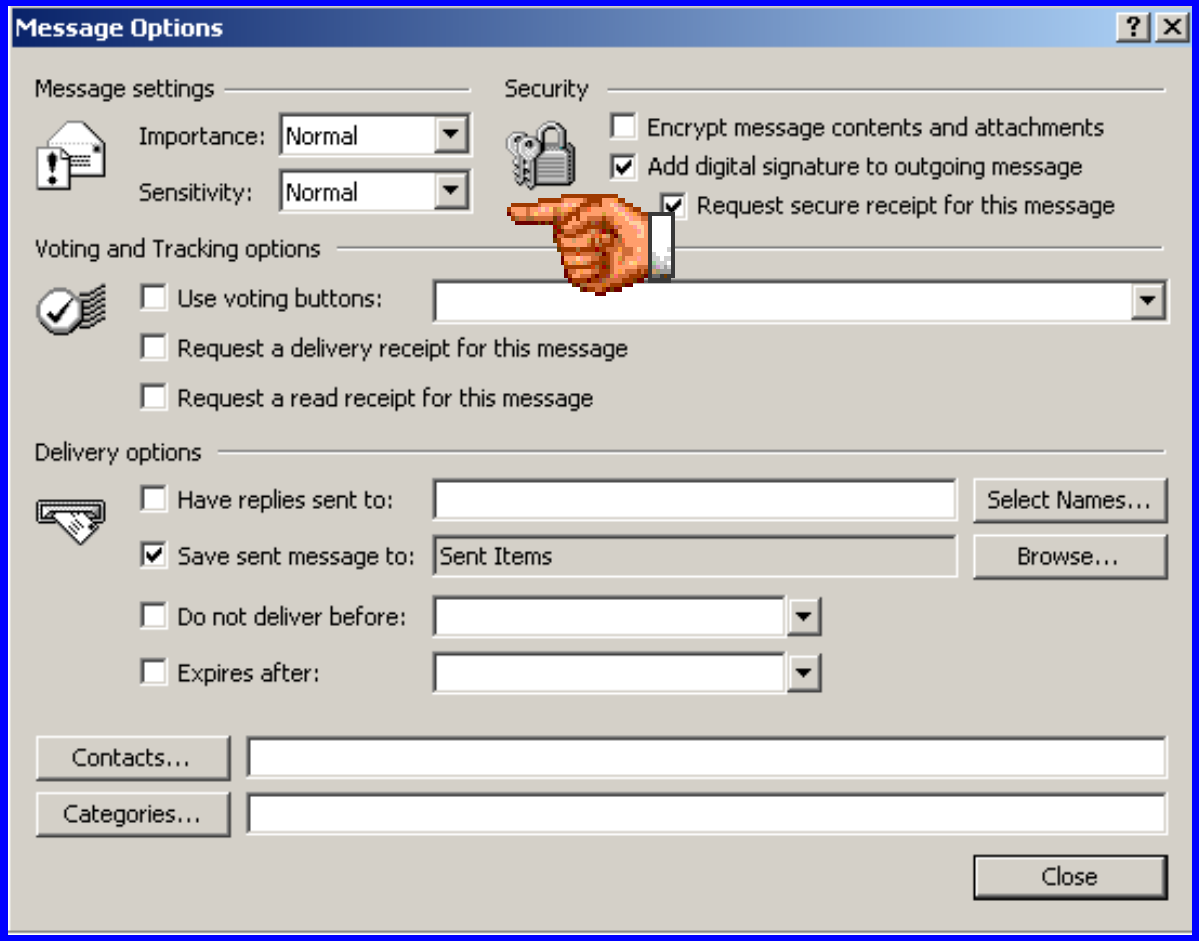
Note the additional option to request secure r for this message, currently not selectable.

****MS 2000 Difference****



Note when the digital signature selection is made option is now selectable.

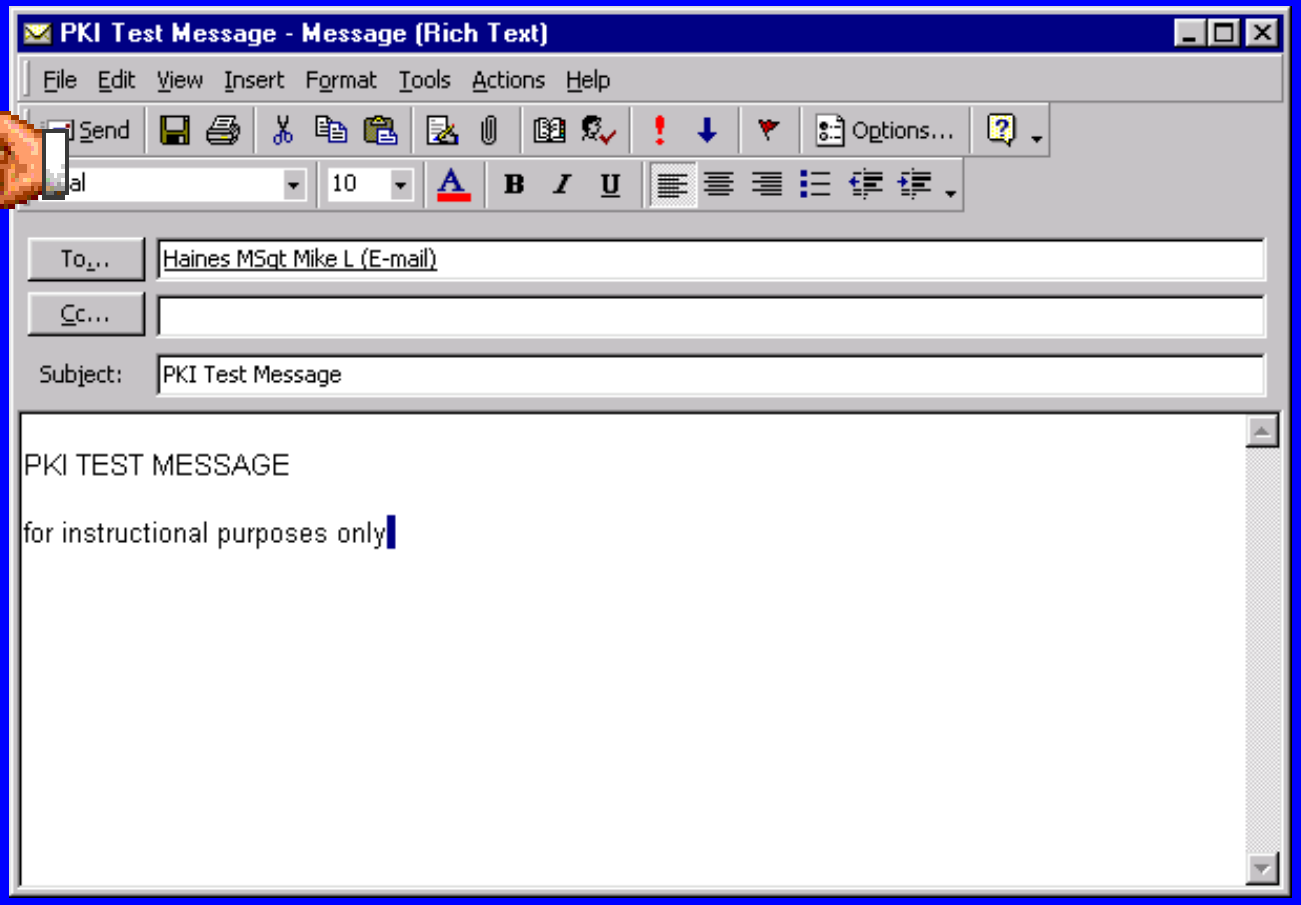
****MS 2000 Difference****



You may select the Request secure receipt for this message

Send DoD PKI Signed and Encrypted Message (cont)

- **Complete message**
- **Click *Send***

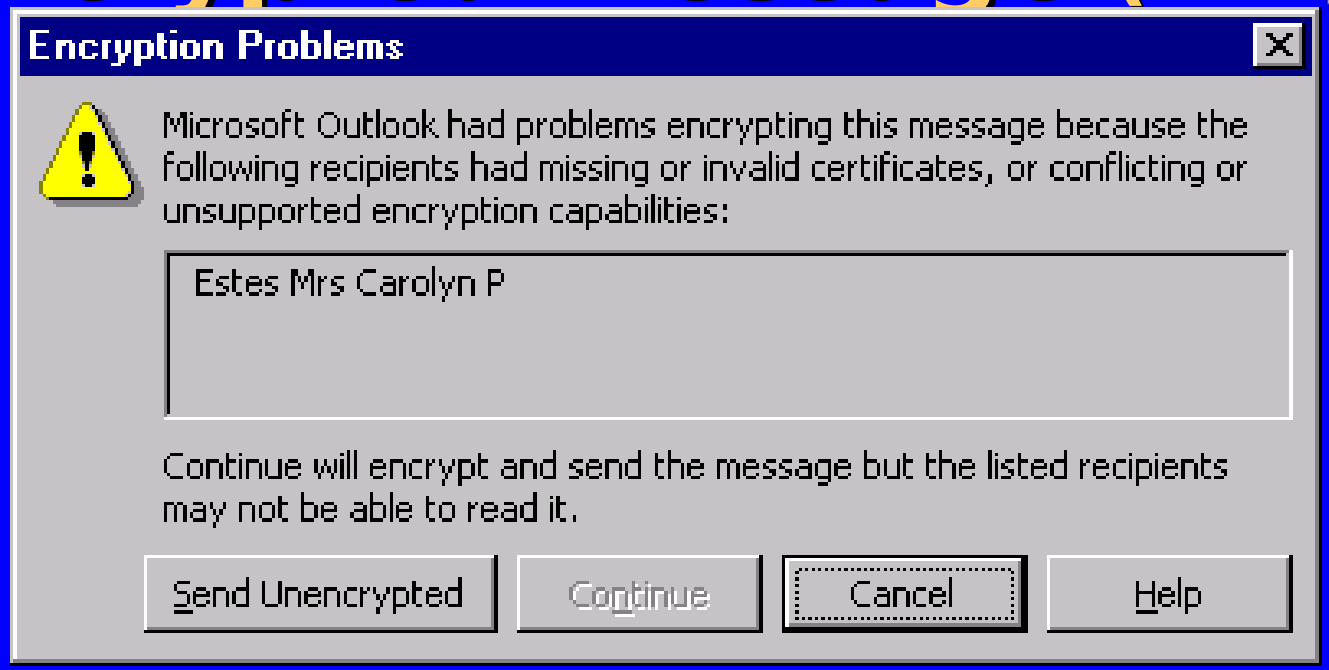


Send DoD PKI Signed and Encrypted Message (cont)

- Enter password
- Do **NOT** check "Remember password"
- Click ***OK***

The signed and encrypted message has been

Send DoD PKI Signed and Encrypted Message (cont)



- This error message will appear if you do not have the recipient's public key or the DOD Roots are not installed

Summary for Outlook 2000 Certificate Utilization

- Required software must be loaded
- Load certificates into IE / Outlook
- Load E-Mail Certificate
- Configure Outlook for certificate utilization
- Add MS Outlook Contacts and PKI Certificates to Contacts
- Send DoD PKI signed & encrypted message in Outlook

Outlook 2000 Certificate Utilization Instructions

What are your Questions?


PKT

PKI
MCEN Remote Access

- Types of Remote Access
  - Remote Access Server (RAS)
  - Outlook Web Access (OWA)
  - Blackberry

PKI
MCEN Remote Access

- Remote Access interoperability as of: 12/11/2001
  - Remote Access Server (RAS) dial-up
    - PKI works normally
  - Outlook Web Access (OWA)
    - MS OWA does NOT currently support PKI
    - Signed e-mail – download as a file and read as .txt
    - Encrypted e-mail – unable
    - MS to rework OWA architecture – no expected date
    - Solution by third party is working
      - Expected delivery mid CY02

PKI
MCEN Remote Access

- Remote Access interoperability as of: 12/11/2001 (cont)
  - Blackberry
    - Blackberry does NOT currently support PKI
    - Signed or Encrypted e-mail – unable
    - Solutions by third party and Blackberry are working
      - Expected delivery mid CY02